

Wellingtonia Supervision and Appraisal Policy



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Wellingtonia Supervision and Appraisal Policy

Legislative framework and guidance:

Regulation 11: The positive relationships standard.

Regulation 16: Statement of purpose.

Regulation 33: Employment of staff.

Regulation 32: Fitness of Workers

Regulation 33: Employment of Staff

Regulation 13: The leadership and management standard

Overview:

Overley are dedicated to promoting staff development to ensure the young people in our care are protected and receive individualised care to a high standard. This policy outlines our commitment to achieving this.

Outcome:

Staff understand the scope and nature of their supervision and are aware of the procedures open to them in the event of a concern.

Staff are provided with effective supervision and support to manage and understand their own feelings and responses to the emotions and behaviours presented by young people.

Staff have a protected space with which to develop and reflect upon their own practice and training needs.

Manager Responsibilities:

To ensure each member of staff receive regular and frequent supervision. This will be dependent on individual needs/performance etc.

To ensure staff receive an appraisal at least once per year.

To ensure supervisors are well trained and supported so they may provide high quality supervision and appraisal to their staff.

To ensure actions and development needs are followed up and outcomes from supervision are set with a view to achieving best practice.

Provide extra supervision when required.

Staff Responsibilities:

To attend all supervisions.

To attend the yearly appraisal.

To be prepared for supervision and bring issues which will support their own development needs.

To be reflective in regards to training and development within the yearly appraisal.

To inform the Manger or Responsible Individual if supervision received if not of a high standard and does not strive for best practice.

To set actions and targets and ensure you meet them within the timescales set within supervision.

To attend supervision and appraisal training if you are in a supervisor role.

Supervision and Appraisal frequency and supervision tree:

Appraisals/probations will occur at 3 months, 6 months and 12 months

Supervisions can be informal however must be recorded 7 times a year as Minimum. At Wellingtonia we aim to complete supervisions between 6-8 weeks

Supervisions for New starters must occur every: 2 weeks until 6 months' probation is signed off. (please note, one of these supervisions could include a formal team meeting)

Night staff will mirror day staff in frequency including new starters.

Part time staff every 8 shifts

Each new starter will complete an *induction pack*.

Documenting Supervision and Appraisal:

Overley hall will use the supervision and appraisals to document all appraisals and the supervision log to document all supervisions.

All supervisions and planned supervisions will be logged on the supervision spreadsheet / file etc to ensure effective planning and to remain within time scales.

Process of Appraisal:

You will be informed of your appraisal via email, you will then fill in your section of the appraisal and send it back to team leaders/management who will book your appraisal.

Process of Supervision:

Supervisions will be carried out by your supervisor, which will tend to be your senior or your direct manager, see supervision tree. Supervisions are carried out on requested dates and can be ad-hoc when requested. Targets will be given from supervision to supervision and discussed with the supervisee. Safeguarding and health and safety concerns will be discussed in every supervision.

There is a reflection section in the supervision template as we like staff to reflect on their practice on a monthly basis.