

Policy on Staff Supervision

Aim of the Policy

This policy is intended to set out the method by which the charity supervises its staff.

Policy Statement

This charity believes that supervision plays an important part in working with staff

This Charity understands supervision to be an ongoing arrangement, which enables each member of its staff to discuss their work regularly. The Charity understands the aim of supervision to include the following:-

1. Identify problems and work out their solution
2. Improve practice.
3. Increase understanding of work-related issues.

All supervision practiced in the Charity should embrace the following:-

1. Provide support to staff in their work.
2. Promote personal and professional development, where appropriate
3. Promote quality care.

Basic Principles

This Charity is committed to ensuring the following:

1. Supervision is available for all staff employed within the Charity.
2. Supervision sessions will identify training needs
3. It is the supervisor's responsibility to take notes, make sure that the supervisee has a copy and that a copy goes on file for reference at the next session.
4. Supervision will be used to assess and monitor performance and/or competence.
5. Supervision is distinct from the appraisal processes.

Guidelines for Supervision

The following guidelines must be followed.

1. All staff must have a nominated line manager/supervisor whose name should be entered in their personal file.
2. All staff should have at least one supervision session every six months.
3. Unplanned supervision may be required in response to a task or event when it is inappropriate to wait for the next planned session.
4. Sessions should be held in private and should be confidential.

The charity Trustees will appoint line managers/supervisors.

Staff/Trustees within the charity who can act as line managers are:

_Chairman of Charity

_Leader of Hope House

_A Trustee nominated by Chairman as required

The Supervision Process

At the first session the timing and purpose of supervision will be explained. Confidentiality and boundaries should be maintained.

This Policy is supported by and has been agreed by the Hospice Hope Board of Trustees.

Signed: Stewart Shepherd

Date: 13 March 2018

Policy review date: March 2019