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| OA Reablement service | OA Day Care | OA Residential Care | DMH Day Services | DMH Supported Living | DMH Residential Services | EIA'd |
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S1 STAFF SUPERVISION

POLICY

To ensure that through supervision staff are clear about their roles and responsibilities within the organisation and to identify appropriate opportunities for continuous professional development.

PROCEDURE

1. Supervision is a two way process.
2. A supervision agreement appendix 1 must be completed by the employee and their line manager on either induction or at the first supervision. It must be signed and dated by both parties and a copy kept on file. This must be completed only **once** on induction or first supervision.
3. Supervision and appraisals will be held on a regular basis. The minimum requirement for each 12 month period is:

Managers/Supervisors: 1 appraisal, 1 appraisal review, 5 individual supervisions, 5 group supervisions

Reablement Administrators / Reablement review officer / supervisor: 1 appraisal, 1 appraisal review, 5 individual supervisions, 5 group supervisions

Administrators: 1 appraisal, 1 appraisal review, 2 individual supervisions, 2 group supervisions

Care staff: 1 appraisal, 1 appraisal review, 2 individual supervisions, 2 group supervisions

Domestic/catering staff: 1 appraisal, 1 appraisal review, 2 individual supervisions, 2 group supervision

Reablement support worker: 1 appraisal, 1 appraisal review, 1 individual supervision, 1 group supervision

NB – The use of group supervisions is optional and should be at the Manager's discretion. All staff participating in group supervisions must be given the opportunity to meet with their line manager face to face and outside of a group supervision if requested.

Staff are entitled to request individual supervisions if they prefer.

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| Date | 12/09/05 | 13/02/07 | 23/04/07 | 10/01/11 | 06/02/15 | 30/11/16 | 13/03/17 | Issue date |
| Amendment | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 01/07/04 P&P |

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4. Notification of supervision will be given in advance to all staff. Supervision should be held in an appropriate environment without interruptions. Records of supervision will be held by both parties and will be accessible by others within the line management structure.
5. A core agenda for supervision is available at appendix 2A and 2B. Form appendix 2A is for managers, supervision and district co-ordinators and form appendix 2B is for front line staff including cooks, and cleaners. The use of this is optional at the manager's discretion. If used, the agenda must be stored in the front of the supervision notes (within section 5 of the staff personal file).
6. For zero, casual and annualised contracted staff, a telephone conversation must take place in line with the supervision agreement Appendix 1. This must be recorded on the supervision record and agenda.
7. For staff who are on long term absence, a telephone conversation must also take place in line with the supervision agreement Appendix 1. This must be recorded on the supervision record and agenda.
8. **Supervision must be clearly recorded and actions agreed. The date, time and venue of the next meeting must be agreed and recorded on the supervision notes. After the meeting the notes must be checked for accuracy by the supervisee. Where possible both parties must sign and date the notes, however an electronic email confirming the agreement may be used as proof. A copy of the notes must be offered to the supervisee.**
An optional supervision notes recording form is attached for all services except Reablement at appendix 3. Reablement services must use the supplied Reablement Service appendix 3
9. The first item on the agenda for all supervision sessions must be "Last meeting minutes agreed" then matters arising from the minutes of the previous supervision.
Scheduled supervisions that have been cancelled should be clearly recorded with the reasons why at the start of the supervision meeting.
10. Records should be securely stored where access is limited.
11. In Older Adults and Disability and Mental Health Residential services, all supervision agreements, notes and agendas must be kept on the staff personal file in section 5.
12. In dispersed services, the line manager must take responsibility for the secure storage of all supervision records. If supervision records are

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not stored on the staff file then appendix 4 must be completed and included in section 5 of the staff personal file. This form identifies where the records can be found for audit purposes. Preferably an electronic version should be kept.

13. In exceptional circumstances where supervision records would be taken from the staff file (e.g. investigations or disciplinaries), then appendix 4 must be completed and included in section 5 or the personal file.

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