



Policy No: JSD/HR/13	Authorised by: Davina Powell	Review Date: 28th October 2023
Policy Date: 12th April 2021		Date of Next Review: 27th October 2024
SUPERVISION		

Aim of the Policy

This policy is intended to set out the values, principles and policies underpinning SJD Homes to staff supervision.

Definitions

SJD Homes understands supervision to be a formal arrangement, which enables each member of care staff to discuss their work regularly with another experienced practitioner. The experienced practitioner, known as the Supervisor, facilitates the discussion with the less experienced member of staff, the supervisee. The Company understands the aim of supervision to include the following:

- Identify solutions to problems.
- Improve practice.
- Increase understanding of work-related issues.

All supervision should have three core functions:

- Provide support to care staff in their work.
- Promote personal and professional development.
- Promote quality care
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Policy Statement

SJD Homes believes that staff supervision plays an essential role in developing and maintaining high care standards and in supporting and developing individual care staff.

Guidelines for Supervision

A number of models of supervision exist, each having its own merits. SJD Homes recognises that it's care staff work in a wide variety of settings and one model of supervision will not suit all staff. Therefore, individual care staff should agree with their clinical supervisor the model of supervision which best meets their needs. However, the following guidelines must be followed.

1. All care staff must have a nominated supervisor whose name should be entered on their personal development file.
2. All care staff should have supervision at 3 monthly intervals and written records are kept on the content and outcome of each meeting.
3. Meetings should also be held at least quarterly with peers and /or other members of the team.
4. All staff should have an annual appraisal of their overall standard of performance and identification of training and development needs. A copy of the appraisal is kept on the care workers file.
5. One supervision session must be on a one-to-one basis, one must be held in the workplace (a user's home). The other two could be group/team meetings.
6. Individual supervision time must be planned, protected and uninterrupted. Sessions should be held in private and should be entirely confidential.
7. A contract should be agreed between supervisor and supervisee setting out how they will conduct their supervision sessions.

Signed: _____

Date: _____

Policy reviewed yearly and date: _____

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