

## Staff Supervision Forms

Responsible for monitoring – RR, AJ

### Procedures

This form is for the supervisor to complete following discussions with individual members of staff. A member of the management team will take the role for discussions with Andrea.

Staff supervision enables any issues/ training/ further development points raised at appraisal to be monitored effectively between formal appraisals.

We put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

Supervision provides opportunities for staff to:

discuss any issues – particularly concerning children’s development or well-being;

identify solutions to address issues as they arise;

receive coaching to improve their personal effectiveness;

discuss staff wellbeing.

Discussions are confidential and the supervisor will indicate the general nature of the discussion only and any follow up points. However, if any safeguarding or health and safety concerns are raised, these must be dealt with immediately by the designated person and by contacting the management team.

Any persons involved in the staff supervision should sign the form and check it is dated to accept what has been written.

The supervisor may decide the interval between supervision meetings but should aim for termly (min).

Any completed forms are to be filed in staff files with appraisal documents. Staff can be given a copy on request.

### Adopted by the Management Team at a meeting

on..... Signed .....

Date.....