



Staff Supervision policy

INTRODUCTION

This policy sets out when and how we use staff supervision within PMACTIVE. It confirms how staff can expect to be supervised and provides supervisors with the main points of effective supervision.

THE AIMS OF SUPERVISION

The primary purpose of staff supervision within PMACTIVE is to ensure the safety and protection of both our service users and staff. Specifically we use staff supervision in order to:

1. Make sure staff know what is expected of them
2. Make sure staff contribute to the organisation's outcomes by carrying out their duties effectively and efficiently
3. Ensure good practice
4. Make sure issues relating to health and well-being at work are addressed
5. Support the continuous professional (CPD) of staff

DEFINITION OF SUPERVISION

Supervision is a regular one-to-one meeting between the supervisor (for example, a member of the PMACTIVE management team) and the supervisee to meet organisational, professional and personal objectives. It takes place whilst the supervisee is undertaking their daily functions including, but not limited to, their work with service users.

Supervision forms an essential part of performance management and underpins the PMACTIVE induction programme. It is also the foundation on which appraisal is built.

WHEN AND WHY DO WE SUPERVISE STAFF

It is not expected that staff will constantly be supervised and on many occasions PMACTIVE staff will be expected to work on a 121 basis with the service user without supervision.

Where staff supervision does take place it will be for one of the following reasons:

1. The staff member being supervised is new to PMACTIVE and still subject to induction and training processes.
2. The staff member being supervised is not qualified to deliver the activity without the supervision of a qualified professional.

3.The staff member being supervised is struggling with the delivery of a particular session and has asked for support from a senior member of the PMActive team.

4.There is a performance concern regarding the staff member being supervised and supervision forms a part of the performance management process.

In addition to the above ad hoc supervision will take place as part of the PMActive staff performance management process.

SUPERVISORS' RESPONSIBILITIES

Supervisors will attend all sessions they are supervising with a positive attitude and set clear expectations to the supervisee around what they are looking for an expecting to see. At the end of the session feedback will be provided and some next steps and actions agreed where necessary.

SUPERVISEE RESPONSIBILITIES

Those being supervised are responsible for attending supervision sessions with a positive attitude to discussing and reflecting on their work. They are also responsible for putting any actions that are agreed into practice.

RECORDING

The supervisor will complete a supervision report after each supervised session and share this with the person being supervised.

STORAGE

The supervisor will keep electronic copies of supervision records. They may be reviewed in specific circumstances.

ACCESS AND CONFIDENTIALITY

Supervision records are private but not confidential. They are the property of PMActive, not the individual. PMActive management will occasionally need to discuss what happens during supervised sessions where this impacts the running of the business. Reports may also be shared with third parties such as (but not limited to) inspectors and contracting authorities as necessary.