

## 5.1.14 Staff Supervision

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### Regulation and Standards

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#### England

- [Regulation 11: The positive relationships standard](#)
- [Guide to the positive relationships standard](#)
- [Regulation 16: Statement of purpose](#)
- [Regulation 33: Employment of staff](#)

#### Wales

- Regulation 35: Fitness of staff  
<https://www.legislation.gov.uk/wsi/2017/1264/regulation/35/made>
- Regulation 36: Supporting and developing staff  
<https://www.legislation.gov.uk/wsi/2017/1264/regulation/36/made>

### 1. **General**

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Bryn Melyn Care recognises that Supervision and Appraisal is an essential element of professional management and is an important tool for ensuring that a quality service is provided to children, risks are minimised and supports ongoing professional development.

### 2. **Supervision**

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As employers, Bryn Melyn Care has a duty of care to their staff. The provision of effective supervision ensures that staff workload; motivation and progress can be supported and monitored.

**Principle functions of supervision are summarised as:**

- Performance Accountability
- Practice Reflection
- Personal Development
- Professional Support
- Priorities for the next 6 – 8 weeks

- Practical arrangements (leave, toil, expenses etc.)

### Practical Arrangements

- Carers receive supervision from a nominated person (supervising officer) who has the expertise to undertake this role.
- The Carers line manager remains responsible for the supervision and accountability of the employee and must be kept informed of issues arising from supervision.
- Supervision of all other employees is the responsibility of their designated line manager
- Supervision with all employees working directly with children is held as a minimum **every 6- 8 weeks as a minimum**
- All new employees receive monthly supervision during their probationary period, alongside regular team meetings which they are expected to attend.
- At the end of probationary period for carers' supervision will continue no less than every 6 -8 weeks, in addition to regular Team Meetings which the carer will be expected to attend.
- Arrangements for supervision are made well in advance and given time priority
- One to two hours is allowed for a supervision session.
- A quiet space/room is arranged in advance, away from telephones and other disturbances

### 3. The Supervision Process

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- An agreed agenda between the two parties is used to structure the supervision session.
- Both the line manager/supervising officer and carer consider the different agenda areas prior to the meeting to prepare for the supervision session.
- Any other issues are added to the agenda at the start of the session.
- The line manager/supervising officer takes notes throughout the meeting and sends them for validation and signing by the carer.
- The agreed notes are then signed and copies kept by both the line manager/supervising officer and carer as an official record.
- In the event of a carer refusing to sign supervision notes, the line manager/supervising officer will note date of refusal to sign along with any comment from the supervisee as to the reason they are refusing to sign on the end of the supervision notes.
- The manager's Line Manager may access supervision records as appropriate. Whilst the contents of supervision records remain confidential, supervision records may be accessed under limited circumstances e.g. for QA sampling and for procedural or legal purposes.

### 4. Annual Appraisal

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The annual appraisal system provides the opportunity for each member of staff, with his or her line manager, to review progress over the past year and set goals and targets for the year ahead. It is not part of a performance-related grading review. It is designed to make a positive contribution to the personal development of staff and as an aid to effectiveness and job satisfaction.

**Principle functions of the Annual Appraisal are summarised as:**

- To promote understanding between employees and managers
- To give the manager and employee an opportunity to take a long-term view of their work
- To review performance over the past year
- To analyse any factors which may have positively or adversely affected performance
- To identify development and training needs or other support which may be required
- To discuss the programme of work for the coming year, including identifying work and personal objectives and targets

## Practical Arrangements

- All new employees will have an appraisal within 12 months of their appointment.
- Appraisals to be carried out by line managers. The manager's Line Manager may also be involved
- Arrangements for the appraisal meeting to be made, where possible, at least two weeks in advance to enable the employee and the appraiser to prepare adequately.
- At least two hours should be allowed for the meeting.
- A quiet space/room should be arranged in advance, away from telephones and other disturbances.
- Preparation for the interview by both parties should include reference to the employee's job description, the organisational strategic plan and any other relevant documentation
- A copy of the previous year's appraisal and supervision notes will also be pertinent.
- An appraisal self-assessment form will be sent to the appraisee **at least one month prior** to an agreed review date.
- Both the appraisee and appraiser will consider the different areas outlined in the document, making notes, for fuller discussion at the review meeting, on the form.
- The appraiser will take notes throughout the meeting, type up the form after the meeting and then send the completed review for validation and signing by the appraisee.
- The agreed completed review will then be sent to the manager's Line Manager for further written comments and signature.
- 3 copies will then be distributed as follows:
  - To the appraisee for their work planning
  - The appraiser for use in ongoing supervision
  - Copy in personnel file.

## 5. Supervision and appraisal time frame summary

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	<b>Supervision During probationary period</b>	<b>Supervision Post Probation Period</b>	<b>Appraisal</b>
All staff working directly with children	Every 4wks	No less than every 6-8wks	As above
All other Employees	Every 4wks	Every 10-12wks	As above

## 6. Revision History

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Date last updated: July 2020

Date of next review: July 2021