

# Laleham Gap School – LGS Staff Supervision Policy

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**Kent County Council**

**Education Learning and Skills Directorate**



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Next Review: January 2019

Owner: Head of Care

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## **STAFF SUPERVISION POLICY**

### **1. The Principle of Supervision**

A Supervision Session is a meeting between an employee and a Line Manager responsible for supervising their work. It provides a formal opportunity to provide both support to the employee and to ensure staff are accountable for their working practice. Supervision is an essential part of ensuring professional development.

### **2. Supervisors and Regularity of Supervision**

All Residential Child Care Officers will receive supervision from either a senior member of staff or the Head of Care at a minimum of once per term. Supervision sessions do not have to be limited to one session per term and additional time will be made available if necessary.

During probation periods, new staff will receive supervision twice per term.

School staff who cover additional shifts for sickness or other support to the residential will be supervised at a minimum of once every two terms but additional supervision can be requested by either the staff member or supervisor if required.

### **3. Supervision Agenda**

Supervision sessions will cover the following standard agenda items but staff or their supervisor will also be able to bring any further issues which may fall outside of these:

1. Responses to and methods of working with young people, including; key working and working in line with placement plans. Positive and challenging experiences, debriefs on incidents if required.
2. Team working, including feelings, concerns and stress in relation to colleagues and management.
3. Development and training, including courses attended or planned and general feedback on performance/appraisal targets.
4. Supervisee ideas for improvement of the residential provision.
5. Personal issues which may impinge on ability to carry out duties. Discussion / debrief regarding any absences, e.g. sickness, bereavement, maternity, etc.
6. Action plan / Guidance on current and new tasks.

#### **4. Records of Supervision**

Records of the discussions will be kept on staff files by the Head of Care and staff will receive a copy of these. A further copy of these can be requested at any time by the Supervisee.

#### **5. Equality Impact Assessment**

This policy has been assessed with regards to its relevance to race and diversity equality. As a result of this assessment, this policy has been graded as having a high potential impact.