

Staff Supervision (Residential Care Staff)

This policy has been written for...	All Residential Care staff at West Heath School.
Copies of this policy may be obtained from...	<ul style="list-style-type: none"> • The School web site - http://www.westheathschool.com • It is available as a hard copy on request from the school office • Hard copies for reference are filed in the staff room.
This policy links with the following policies	Residential Statement of Purpose
Participants and consultees in the formulation of this policy were...	Head of Residential Care and Safeguarding, Residential Care Manager
Edition, Review frequency and dates	This is edition 3 released in November 2017. This policy will be reviewed every two years. It is due for review on January 2019
Relevant statutory guidance, circulars, legislation & other sources of information are...	Care Standards Act 2000 Residential Special Schools, National Minimum Standards (September 2013)
The Lead Member of staff is	Head of Residential Care and Safeguarding
Definitions and key terms used in this policy...	<ul style="list-style-type: none"> • Supervision - process comprising supportive critical reflection and planned action
The Rationale and Purpose of this policy	All staff have access to support and advice relevant to their role and are given the opportunity to reflect on their practice.
Appendices	None.

Introduction

This policy sets out the School's arrangements for developing the performance of care staff through a supervision process comprising **supportive critical reflection** and **planned action**.

The Aims of this policy

- 1. Improving Understanding** **To enable residential staff to develop improved understanding** through reflection upon circumstances, issues and events.
 - 2. Developing Problem Solving skills** **To develop and improve problem solving skills** through reflection on and learning from past experiences.
 - 3. Improving performance** **To improve performance** through the formulation of agreed steps as an outcome of supervision sessions.
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The Objectives to meet the above aims

The above aims will be met through the following by focussing on the following objectives:

- 1. To ensure that staff work well and effectively**
 - 2. To ensure that staff receive all necessary and appropriate support.**
 - 3. To ensure that planned and effective arrangements are in place for the professional development of every member of staff.**
 - 4. Ensure all staff are given the time and opportunity to reflect on their practice through the supervisory process.**
 - 5. Staff have access to informal supervision as and when needed.**
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Procedures & Practices relating to the implementation of this policy

Good Supervision Practice in Our School.

The following three ground rules will be achieved in ensuring that our staff experience good quality supervision:-

- 1. Planned** Supervision sessions will be planned, in advance at an agreed frequency as appropriate to the role and needs of each member of staff (for example new members of staff will need more frequent formal supervision)
- 2. Place** A suitable and mutually agreed venue, where interruptions are unlikely.
- 3. Recording** The supervisor is responsible for writing the supervision notes. Both the supervisee and supervisor will keep a copy of the record. The supervisee should be provided with a copy and the supervisor should pass a copy to the Residential Care Manager, for filing in the central supervision file.

Persons with particular responsibilities

- Head of Residential Care and Safeguarding, Residential Care Manager, Senior Support Workers

Other Participants & Stakeholders

Monitoring & Evaluation

Supervision records will be monitored by the Residential Care Management Team. This policy will be reviewed every two years. The staff's experience of supervision will be evaluated by senior care staff as appropriate.