# Supervision Policy

Approved by the Headteacher and Governing Body on 21.09.2026

Reviewed: 09.26
To be reviewed 09.27

This policy will provide a framework for one-to-one supervision of all Care Staff working at St Vincent's School.

This policy sets out how Care Staff can expect to be supervised and provides managers with the key elements needed to supervise staff effectively.

The aims of supervision are:

- To ensure care staff knows what is expected of them.
- To ensure good practice and to challenge and manage poor practice.
- To ensure that health and well-being at work issues are addressed.
- To assist in the continuous professional development of Care Staff.
- To ensure that Care Staff operate in an anti-discriminatory way, and in line with good practice.

**Definition of supervision**

Supervision is a regular one to one meeting between the line manager and the supervisee in order to meet organisational, professional and personal objectives. Supervision forms a key part of individual performance management. It underpins the Induction programme and is the foundation on which appraisal is built.

**Supervision agreements**

Arrangements for personal and individual supervision with line manager should be subject to a written individual supervision agreement and each formal session must be recorded in an appropriate format. Formal supervisions will be recognised by regular, planned, private, one-to -one meeting, on an on-going basis between an employee and their line manager.

The focus of these sessions is wholly on the individual, their performance, their development, and any issues arising from their work that do not arise on a day-to-day basis.

It is normal to expect that there may be discussions and decisions about daily work issues, problems arising, or changes in policies and procedures that emerge in group meetings, and unplanned or ad-hoc discussions.

**Frequencies**

The frequency of formal supervisions will be set according to the nature and frequency of the duties of the employee, but will not normally be less frequently than every 3 months. It is expected that supervision will also occur informally on a daily or when needed basis.

**Roles and responsibilities of the Line Manager**

They must ensure that formal supervision takes place for all care staff for whom they have managerial responsibility.

Supervision must be conducted in accordance with this policy and guidance.

**Roles and responsibilities of the employees**

It is the responsibility of employees to attend supervision sessions with their line manager. They should use these sessions positively to discuss their work and development, and to implement agreed actions.
It is the employees' responsibility to prepare prior to each supervision session, and bring a list of issues for the agenda in order for a two way discussion to take place.

**Disputes**

Disagreements should be initially dealt with by discussion between the supervisor and employee or by reference to the supervisor's line manager if necessary. Any further dispute not dealt with in this way should be addressed within the usual disciplinary procedures.

**Recording**

The recording of the session is the responsibility of the supervisor.

**Storage and retention**

A specific supervision file should be maintained by the line manager so that the record can be reviewed at appropriate times.

**Confidentiality and access**

Supervision is a private but not confidential process. This means that records are the property of the school, not the individual. From time-to-time supervisors will need to discuss the content of supervision sessions with others, (their line managers). This should always be with the knowledge of the supervisee.