

# Burgh After School Club Policies and Procedures



## SUPERVISION POLICY

At the Burgh After School Club we believe it is good practice to have a clear supervision policy that supports our aims to provide a quality setting that is welcoming, supportive and encouraging to the families and children attending.

As recommended by the Care Inspectorate, by offering supervision sessions to our staff we are ensuring that there is regular two way contact between the Manager and member of the team, to check progress and to prioritise individual tasks; to provide and seek guidance and support; to identify areas of work that need improving.

It is our aim that all staff and management adhere to confidentiality and behave in a professional manner at all times. We have procedures that require to be followed for the health, safety and development of our children and all staff should aim to meet these expectations within their role. Training will be offered to enhance skills and qualifications as needed.

Supervision will be carried out by the Manager of the setting on either a monthly basis or at least six times within one year. This can be done in the form of direct observations and feedback or one to one meetings. Observations/meetings should be held in the Club setting. One to one meetings where possible will be held in a room out with the main hall and should last no longer than one hour.

Supervision sessions will be recorded to keep a record of what was discussed and actions agreed and also to keep a record of any matters of disagreement. At the end of each session, or as soon as possible thereafter, both supervisor and supervisee should sign and date the recording sheet to confirm its accuracy. Each party will keep a copy of the recording sheet. The supervisor's copy may be kept in a supervision file or personal staff file. All details are confidential however in some instances these records may require to be seen by other parties such as our Committee members or other regulatory agencies for the following reasons:

Auditing, Grievance, Discipline, Internal/external inquiry, Complaints.

A supervision contract should therefore be signed by all parties as to their understanding of these conditions.

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## BURGH AFTER SCHOOL CLUB - RECORD OF SUPERVISION

Date of supervision:

Name of Supervisor:

Name of Supervisee:

Date and time agreed for next meeting:

Agenda items:

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Specific additional agenda items:

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Signed (Supervisor)

Signed (Supervisee)

Date

Both the supervisor and supervisee should sign and date the end of this record to confirm its accuracy

AGENDA ITEM	ACTIONED BY
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Signed (Supervisor)

Signed (Supervisee)

Date

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## BURGH AFTER SCHOOL CLUB - SUPERVISING CONTRACT

Between Supervisor .....and

Supervisee.....

The Burgh After School Club expects all staff to take part in regular supervision sessions. The main purposes of the supervisory process are:

- To ensure that the worker is fulfilling their responsibilities to the expected standards;
- To provide support to the worker;
- To identify the professional development and learning needs of the worker.

We have agreed on the following structure for the supervision sessions, which will typically:

- Be a meeting or observation between Manager and staff member that will take place either monthly or at least six sessions with the year.
- Last no longer than 1 Hour.
- Be uninterrupted, unless by prior agreement.
- Be held in a mutually agreed setting, which is quiet and

Ensures privacy.

- Be booked in advanced and then given priority over commitments whenever possible. If a supervision date has to be altered by either party, a new date and time should be fixed straight away.
- Follow the agenda set by Manager and member of staff.. In addition to standing items, specific topics may be added at the start of each session by either the supervisor or supervisee.

Date.....

Signature.....(Manager)

Signature.....(Member of Staff)