

Staff Support and Supervision Policy

Statement of Intent: _____ is committed to ensuring that all staff have the opportunity to reflect on their performance and have their issues and concerns addressed in a planned and structured manner. At _____ we promote and support staff development by providing staff with regular support and supervision meetings and yearly appraisals.

Procedure

Support and Supervision Meetings

- Support and Supervision meetings will be held with all staff on a bi-monthly basis by the manager of the service.
- The management committee will allocate one board member to provide support and supervision to the manager.
- A support and supervision form will be completed by the staff member prior to the meeting taking place and will be used as the basis for discussion during the meeting.
- The manager will keep a copy of notes taken at the Support and Supervision meeting for the personnel file of each staff member, these notes are signed by both parties.
- Support and Supervision meetings will consider all aspects of the staff members work including personal development, training, conflicts, specific areas of work and the children in their care.
- Actions arising from Support and Supervision meetings will be followed up on at the next meeting.

Appraisals

- Appraisals will take place at the end of every staff member's probationary period and on a yearly basis from the date they began their employment thereafter. The purpose of the annual appraisal is to:
 - Ensure that the requirements of the position are fulfilled;
 - Give the employee feedback on his or her performance;
 - Support staff in their role, for example identify any additional training needs;
 - Provide staff with an opportunity to discuss their ideas and concerns;
 - Review the employee's work over the past year;
 - Plan objectives for the year ahead.
- A review of the employee's job description will take place at the appraisal and by agreement of both parties, may be updated, if necessary.
- Employees have the right to be fully informed of the outcomes of the appraisal.
- Both the manager and the staff member are required to sign the record of the appraisal meeting as a true reflection of the issues discussed and the decisions made.

- The record of appraisals will be kept confidential to the manager and designated persons within the management committee except in cases of formal disciplinary or grievances, or when jointly agreed by both parties.

Date adopted:	
At meeting of:	
Signed:	
Reviewed:	

SAMPLE