



ANDERIDA ADOLESCENT CARE

SUPERVISION POLICY

Supervision is an important part of staff development, support and used as a chance to learn and develop practice as an individual. It is also a legal requirement within Health & Social Care settings.

Anderida provide a number of models of supervision and participation in individual and group supervision is compulsory.

Group Supervision

Group supervision and child focused CBT sessions with our inhouse Systemic Family Psychologist and qualified CBT therapist are provided on a monthly basis. This is a chance to have the teams support needs recognised, identify helpful and unhelpful dynamics within the team/relationships with the young people and explore approaches to supporting the young people, as well as planning NVR interventions. These sessions last approximately two hours and attendance are a requirement for each core team and supporting staff for each home. The confidentiality of the session is held within the organisation.

Individual Supervision

Staff are entitled to receive supervision that meets their needs. Competent and trained senior staff deliver supervision for all employees including part time and bank staff. Staff are expected to be challenged and stretched by supervision in a way that enhances their professional development.

Staff should expect that the following criteria is met:

- That they have an agreed contract at the start of their supervision relationship.
- That their supervision agreement is honoured.
- They receive supervision at least monthly (approximately every six shifts for bank/part time staff).
- They are supported through the emotional demands of the post.
- They receive guidance and feedback on the conduct of their work.
- They are able to question the demands made of them.
- Their individual needs in the work context are met.
- They are always treated with respect.
- They always have realistic goals to achieve.
- Both parties (supervisee & supervisor) bring a clear agenda to every supervision.
- Their achievements are acknowledged and recorded.
- That confidentiality is always respected.
- That their records are kept in locked safe place.

- That they are given the option of having a copy of their records.
- That all instances of whistleblowing or work-related disclosure are passed on to the correct authority, within or external to the organisation and are also recorded properly within their supervision notes.

If at any time staff feel that their needs are not being met, they need to ensure that concerns and expectations are communicated to their supervisor immediately.

The directors will always take time to discuss the staff supervision (and any other aspects of their employment) if an appointment is requested.

Supervision is a two-way process which means that for staff to obtain maximum benefit, they must always be prepared to contribute fully and in all respects. It is a means of sharing objectives and enables the supervisee to align their expectations with those of the organisation. It allows a continuous regular adjustment of goals and plans to take place within an agreed format.

During each session the supervisor and supervisee will go through the PJ (Practice Journal), the supervisee will evidence their achievements and areas for development in each area, this is then overseen and becomes the appraisal document (see PJ guidance).

The supervisory process is characterised by the following:

- An agreed format which is regularly evaluated.
- Agreed goals.
- Guaranteed time set aside for supervision sessions.
- Safety.
- A clear understanding of the role of both supervisor and supervisee.
- A system of recording that covers the main issues and prevents repetition.
- Clearly understood developmental goals and themes.
- Induction course, probationary assessment, staff appraisal, PJ reviews, training and professional development.
- Confidentiality.
- An acknowledgment that consistently ignored action points may lead to disciplinary issues.
- A forum to pass on any work-related concerns and have these dealt with in a professional manner, to include issues around whistleblowing a malpractice.

Together supervisors and supervisees will establish, at point of contract, when a three-way supervision may be required, and who may call this. Where issues of poor practice are identified, and concerns

raised, a three way will be organised to be supported by the supervisor's line manager or director where appropriate.

Supervisees and supervisors who fail to comply with the above procedure, should clearly record why the failure taken place as this will be important information when disciplinary measures are instigated.

Where an employee is struggling with work related issues, further supervisions can be arranged using therapeutic models. These can be requested by the supervisee or suggested by the supervisor.

Therapeutic Supervision

When a staff member is struggling with work related stress, they can request up to 4-8 sessions of therapeutic supervision with either the organisations qualified CBT therapist or qualified councillor who draws on TA methods.

NVR Group supervisions

Bi-monthly the management team, joined by any of those in the organisation who have completed the advanced certification in NVR (or individuals directly invited) meet for a group session to explore specific issues and pieces of work related to NVR. These sessions are for a minimum of 3 hours, the members of the group are required to attend regularly.

Individual NVR supervisions

Where a member of staff is undertaking a specific NVR piece of work, particularly with a family, they will have dedicated individual NVR supervision, this will be with a senior member of the team who has undertaken the NVR supervisor's course through Partnership Projects.

THIS POLICY IS SUPPORTED BY:

- COMPLAINTS & WHISTLE BLOWING PROCEDURE
- DISCIPLINARY AND GRIEVANCE PROCEDURE
- SAFEGUARDING POLICY