

Supervisions

We implement a system of supervision for all of our staff following their induction and probation period. Supervision is only part of the settings overall performance management system and promotes a culture of mutual support, teamwork and continuous improvement. It encourages the confidential discussion of sensitive issues including the opportunity for staff and their managers to:

- Discuss any issues – particularly concerning children and young people i.e. their development or wellbeing and any child protection concerns
- Identify solutions to address issues as they arise
- Receive support to improve their personal effectiveness
- Develop their own skills in order to progress in their role
- Discuss any concerns relating to changes in personal circumstances that might affect an individual's ability/suitability to work with children.

The delivery of provision involves a staff team made up of sessional workers. Not all sessional workers work every session and some may only do a few sessions per year. Funding is only awarded for sessional staff to carry out the delivery of provision and therefore does not include costs to cover sessional staff to do additional hours. Although this is an issue we continually bring up with the Commissioning Body, we are no further forward in this being recognised. However, we do have an open door policy and team meetings which enable staff access to their line manager and/or senior management team at all times and we encourage staff not to wait for an annual supervision session to discuss anything in particular the points highlighted above. At least once a year, we will complete a formal supervision session with the sessional workers using a template agenda to ensure consistency. The template also enables us to clearly set out who does what and the timeframe, i.e. what the manager is responsible for and what the staff member needs to do.

There should always be something that a member of staff can discuss. However, if there are times where staff may be struggling to identify areas to discuss in a supervision we will ask them to identify the things they have enjoyed about their job/done well since the last supervision and one thing they have least enjoyed/requires further improvement.

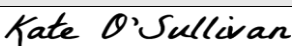

There may be times when supervision may be increased for members of the team as and when needed, i.e. if they have particular concerns about a child or if they are going through personal circumstances at home, for new starters, staff returning after long-term illness, on request from staff.

It is the responsibility of the Children and Young People's Development Officer (Debbie Page-Evans) to plan time to ensure that all sessional workers have annual supervision.

Supervision meetings also offer opportunities for members of staff to declare any criminal offences since their last DBS or any reason or incapability to work with children. This is recorded as a declaration on the individual member of staff's supervision form and appropriate action is taken, where applicable, in line with the safeguarding/child protection and disciplinary procedure.

Staff have a responsibility to ensure that they are available for supervision meetings and that the necessary paperwork is complete. Information shared in supervision sessions is confidential. The supervision process will be evaluated once/twice a year through staff feedback and is used as part of the overall performance monitoring system.

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager		13.10.2025
Olive Frances Vice Chair of Trustees		13.10.2025