



## St Anne's School and Sixth Form College

### Staff Supervision / Appraisal Policy – Residence

This policy was adopted in the Autumn term 2015 and updated September 2018

#### 1. INTRODUCTION

This policy should be read in conjunction with the Child Protection and Safeguarding Policy, the ERSCB School Staff and Volunteer Code of Conduct and the Wellbeing Policy.

Supervision is the process by which one staff member is given the responsibility by the organisation to work with another in order to meet certain organisational, professional and personal objectives.

#### 2. ORGANISATION

Allocations for supervision:

**Child Care Manager** → Senior Child Care Officer, Caretaker, Catering staff and any member of staff who requires additional support within their role.

**Senior Child Care Officer** → Child Care Officer, Night Care Assistant, Cleaner, Catering staff, Assistant Child Care Officer.

Frequency for supervision:

- contracted staff - 1 ½ hours per ½ term, pro rata
- new staff - every other week for the first 2 terms
- supply staff - x1 session per ½ term if working more than 10 shifts
- following a serious incident (cannot be with a SCCO also involved in the incident / on the same shift)

The Child Care Manager will produce a log sheet at the start of each term for staff allocations.

Staff Wellbeing is covered as part of every session.

Yearly appraisals are carried out by the Child Care Manager; they will cover aspects of Employee Development Review, Continual Professional Development and Wellbeing.

### 3.EFFECTIVE SUPERVISION

At the start of the term issues to be discussed with all staff will be issued by the Child Care Manager; this may include changes to policies, feedback about training, continual professional development or areas of responsibility / targets for the member of staff.

Staff members will also have the opportunity to raise any concerns of their own (staff should not wait for a supervision session to report Child Protection / Whistle Blowing concerns)

All sessions will be logged, recorded (typed notes by the supervisor) signed and dated by both parties. The recorded notes are then checked and signed off by the Child Care Manager, with any comments added (which are fed back to the individual) The notes are filed in the individual staff members file, in a locked cabinet within a locked office.

Issues arising from supervision will be fully addressed or passed to the line manager where appropriate.

Any differences of opinion will be recorded, signed and passed to the line manager for resolution.

### 4.REVIEW

This policy will be reviewed annually, from the date of adoption.