



## **Russell House**

### **Supervision Policy**

<b>Date of last review:</b>	2024	<b>Review period:</b>	Two Yearly
<b>Date of next review:</b>	2026	<b>Reviewed by</b>	C Mole
<b>Type of policy:</b>	Statutory	<b>Committee:</b>	FGB

**Signature:**

## **Introduction**

The successful conduct of any school in which children are both educated and receive weekly boarding away from home will depend on a combination of; strong leadership, good management and professionalism, with the role of supervision and appraisal essential to the development of knowledge, skills and practice to ensure good outcomes for children.

The Department for Education, National Minimum Standards for Residential Special Schools insist that all staff receive regular supervision and support (*standard 26*). Training that is implemented must also be evaluated to ensure that all staff are adequately trained and competent to fulfill their roles.

Wyre Forest School is committed to supporting all staff in their employment and enhance their development wherever possible.

## **Pattern and Content of Regular Supervision**

Although the Wyre Forest School is not a registered Children's Home, it still follows the same best practice guidance for content and pattern of supervision in order to meet the required minimum standard for a Special Residential School. Therefore, all care staff who work within Russell House, the weekly boarding provision, in child-facing roles will receive regular supervision meetings. These supervisions will address:

- Actions from last meeting
- Students including Key Children and all relevant paperwork
- Risk Assessments individual/off-site updates
- Appraisal Targets
- Job Role
- Training
- Extra Agenda-staff can discuss any other issues including personal.

Care staff within Russell House, will receive a minimum of 1.5 hours supervision within each term. New staff will receive more regular supervision throughout induction. During the first supervision that a new member of staff receives, they will be asked to sign a contract of supervision (*see template*). Supervision meetings will be planned and meetings should not be cancelled without a sound reason or explanation provided. Meetings must then be rescheduled as soon as possible thereafter.

The supervision will be carried with the Head of Care. The meetings will be held in as private area as possible with interruptions minimized.

The content and actions of the supervision meetings will be recorded by the supervisor and agreed by the staff member. Records and the content of these meetings are strictly confidential and will only be discussed with third parties with the full agreement of the supervisor and supervisee. The only exception to this rule would

be, where an issue relating the safeguarding of a pupil is raised or where a specific concern requires liaison with the Head Teacher, Head of Care or Governing Body. Inspectors may ask to see confidential records with the permission of those whom they relate to.

## Wyre Forest School Care Staff Supervision Contract

### Supervision Agreements:

- Supervisions will be planned in advance with a minimum of one weeks' notice unless the meeting has been called to address a specific issue.
- Supervisions will be held in a private area, free from distractions and interruptions.
- Supervisions will not be cancelled without a significant reason agreed by the Supervisor and Supervisee.
- Where supervisions have not taken place, a reason is recorded on the staff members' supervision summary sheet.
- The content of supervisions will be agreed at the start of each meeting and headings recorded within the agenda section of the supervision record sheet.
- Where there is not sufficient time to cover all the agreed agenda within one meeting, an additional meeting is planned and agreed by the supervisor and supervisee, the date of which is recorded on the supervision record sheet.
- The content of every supervision meeting is strictly confidential, and the supervisor and supervisee must not discuss any supervision content unless there is a matter to follow up, such as a grievance and/or safeguarding concern.
- The duration of supervisions must total a minimum of 1.5 hours every term and any further meetings set as required. New staff will receive more regular supervision throughout induction.

Please sign to state that you have read and understood this contract agreement for supervision.

Staff Member (print)

Supervisor (print)

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Review Date:



## WFS Care Staff Supervision Record

Staff Member:		Supervisor:			
Date:		Start:		Finish:	

Set Agenda	Tick (if discussed)	Extra Agenda	Tick (if discussed)
1. Actions from last meeting			
2. Students			
3. Risk assessments			
4. Appraisal targets			
5. Job role			
6. Training			

Summary of Meeting [including agreements, actions, targets, etc.]:	
1. Actions from last meeting	
2. Students	

3. Risk assessments	
4. Appraisal targets	
5. Job role	
6. Training	
Extra Agenda [if applicable]	

Staff Member:		Signature:	
Supervisor:		Signature:	

### Wyre Forest School Care Staff Supervision Summary

Staff: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date	Start	Finish	Supervisor (sign)	Staff (sign)
	:	:		
	:	:		
	:	:		
	:	:		

