



## 2.3 Supervision Policy

### Policy statement

- The purpose of each supervision meeting is to ensure that the staff member is fulfilling their responsibilities to the expected standard.
- The supervision is to support the staff member and identify their professional development and learning needs.
- The supervision session will be held termly except where staff member's appraisal is due which will replace the supervision meeting.
- The sessions will be agreed in advance and given priority over other commitments whenever possible. If a supervision date has to be altered by either party a new date and time will be arranged straight away.
- The session will be uninterrupted, unless by prior agreement.
- The meeting will be held in the office.
- The session will follow an agenda as set out on the supervision record sheet. In addition to standing items, specific topics may be added at the start of each session by either the Supervisor or Supervisee.
- The supervision will take no longer than one hour.

This policy was adopted by	Treetops (Hedge End) Limited	<i>(name of provider)</i>
On	31 <sup>st</sup> August 2018	<i>(date)</i>
Date to be reviewed	30 <sup>th</sup> August 2019	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	W Lowton	P Lowton
Role of signatory (e.g. chair, director or owner)	Director	Director