

Staff Development and Supervision Policy

Who is covered by this policy?

Staff

Purpose

Induction, supervision and appraisal are processes that involve managers meeting regularly and interacting with staff to review work and provide support.

Meetings should include monitoring and reviewing performance, supporting learning and identifying training, and keeping staff informed of wider organisational objectives so that the work of all staff is aligned with the charity's aims and objectives.

Policy

New staff should have an induction session with their line manager on their first day at work (an induction checklist is provided); a support and review sessions after one week, after four weeks and then at least bi-monthly. After successful completion of the probationary period staff should have support and review sessions at least tri-monthly.

The purpose of these sessions is to discuss issues, which arise in service delivery, performance issues, performance against targets, training needs and any other job related issues including lone working. They are also an opportunity to offer support and encouragement and involve staff in decision making. It should be remembered that support and review sessions are a two way process, and dialogue should be two way.

Ideally, the sessions for the coming twelve months should be put in the diary at the time of the Annual Appraisal and not changed without the agreement of all involved.

Room space needs to be booked which is mutually acceptable as well as being both private and interruption free.

The length of the session will depend on the person, post etc, but initially an hour should be booked.

The actual structure of the session will be determined by the line manager and the member of staff. A starting point might be reviewing the notes from the previous session. (Support and review note sheets are provided.)

The line manager should make notes on the note sheet. It is not necessary to write everything down that is said, but notes relating to operational issues, performance issues and agreed action should be comprehensible and give enough detail to cover the facts.


Most will be gained from these sessions if the member of staff and the Line Manager take time before the session to think about the current situation and any issues that have arisen between sessions. Regular meetings between staff members and Line Managers should mean that there will be no unpleasant surprises for either at the Annual Appraisal.

Information gained from supervision and appraisals should inform the annual training plan and particular note should be taken of safeguarding, health and safety, risk assessment, equal opportunities and diversity.

Annual Appraisal notes should be kept on file and stored in a locked filing cabinet. A copy should be given to the member of staff.

Revision History

Members of the Suffolk Artlink board will review this policy triennially.

Date Approved	Date Amended	Signed
31/07/2023		

Induction Checklist

Name:

Position:

Line Manager:

Contract – received and signed	
Personnel Record completed	
Meet colleagues	
Expenses – how to claim	
Facilities inc. kitchen	
Car parking	
Office hours	
Keys and security	
Stationery, copying	
Communications – including, Internet, phone, Gmail, Google Calendar, Google Shared Contacts	
Fire exits/extinguishers/alarms	
Accident reporting	
First Aid	
Workstation	
Training needs	
Notification of problems	
Sick notification, Holidays	
<p>Suffolk Artlink is committed to safeguarding the welfare of participants and equality and diversity. All staff are required to read and understand the charity's safeguarding and equality and diversity policies and procedures and uphold the values that underpin these policies.</p> <p>Please read and be familiar with the following policies and what all the available policies are and where to find them.</p>	
<p>- Aware of all policies and where to find them</p> <p>https://www.suffolkartlink.org.uk/about-us/policies-and-procedures/</p>	

<i>Required at Induction</i>	
- Safeguarding Children and Vulnerable Adults	
- Health and Safety	
- Equal opportunities	
- Lone Working	
- Risk assessment (Project Officers)	
<p>Every Child Matters is a set of reforms supported by the Children Act 2004. Its aim is for every child, whatever their background or circumstances, to have the support they need to:</p> <p>be healthy stay safe enjoy and achieve make a positive contribution achieve economic well-being.</p> <p>This means every LA working with its partners, through children's trust partnerships, to find out what works best for children and young people in its area and acting on it. They will need to involve children and young people in this process, and inspectors will take account of the views of children and young people when making their judgements. http://www.education.gov.uk</p>	

Probation period review date:

Suffolk Artlink staff supervision & support

Supervision meeting date	
Agenda	
Agreed outcomes	

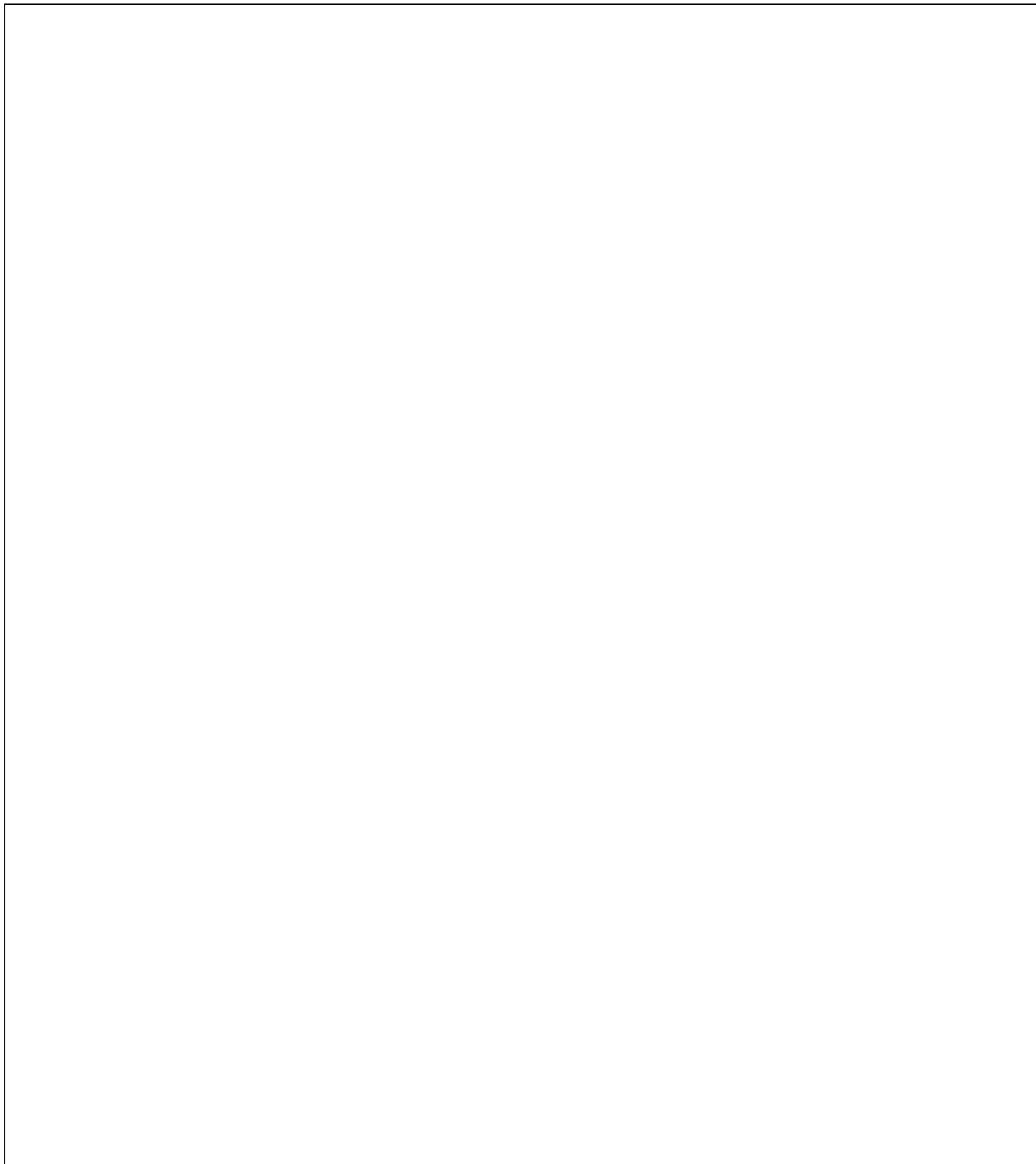
Any other issues	
Training needs	
DDA, Safeguarding, Risk Assessment and lone working	

THE FUTURE

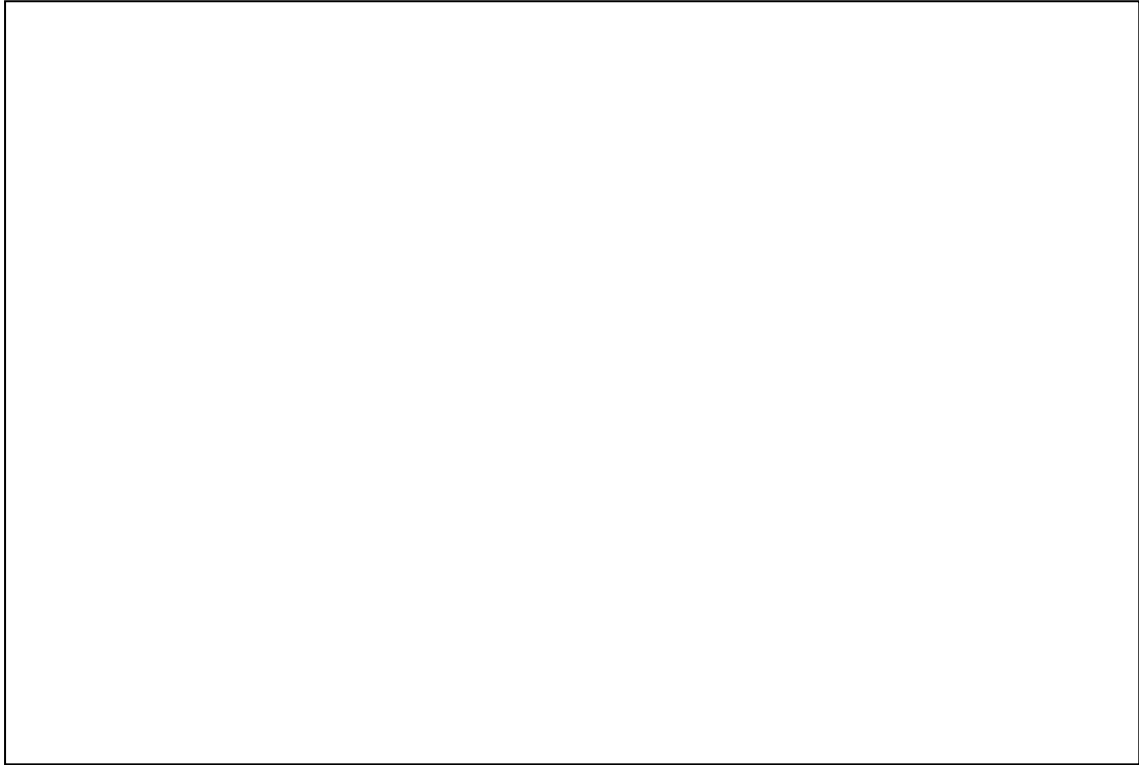
One of the purposes of the appraisal interview is for you to agree with your line manager any objectives for the next 12 months. What are your thoughts on suitable objectives? You may find it helpful to think about:

Context	Why is this work worth doing? What skills and experience do you have to offer?
List of Steps	What are the steps and methods needed to do the work?
Expectations	What needs to be done? By when? To what level of quality?
Ability	What further help might you need to do this work?
Return	How will the organisation benefit from the work when it is completed?

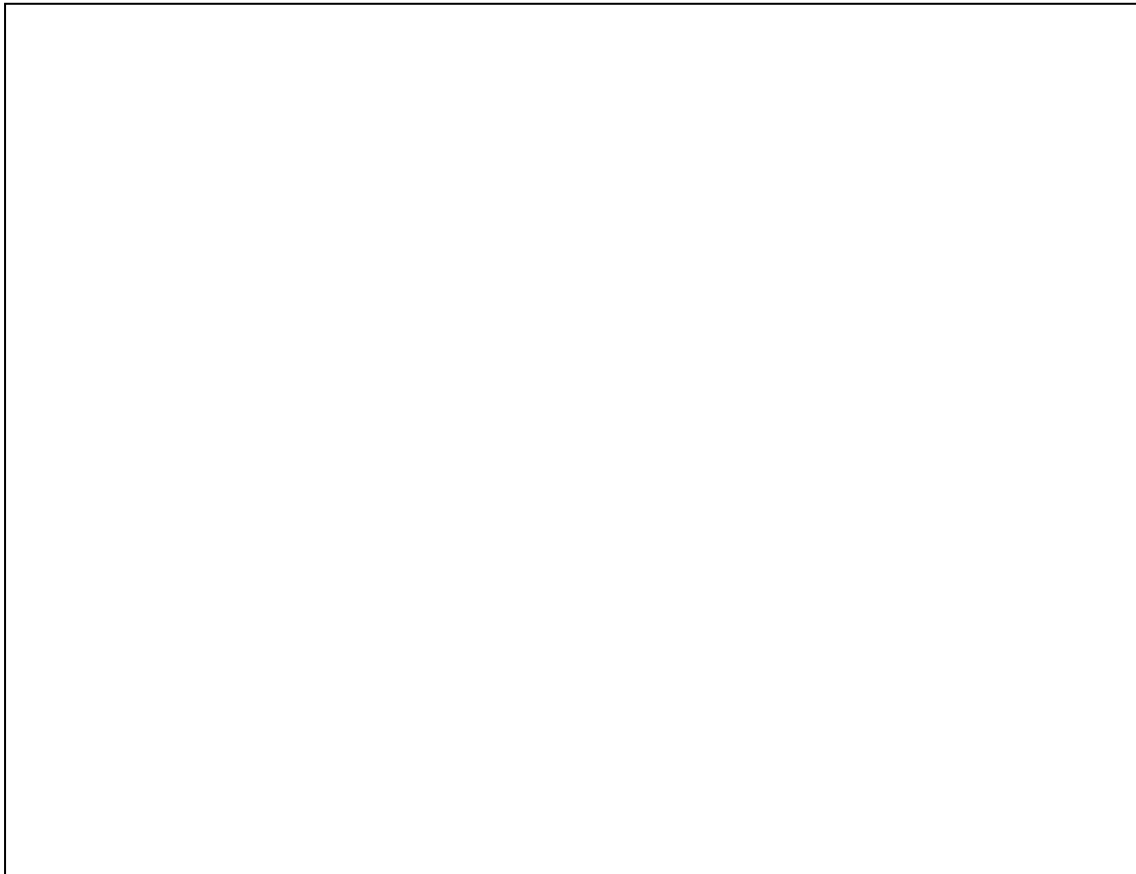
Do not worry if you find it difficult to identify suitable objectives as you will be able to discuss these during the appraisal.

A large, empty rectangular box with a thin black border, intended for the user to write their thoughts on suitable objectives for the next 12 months.

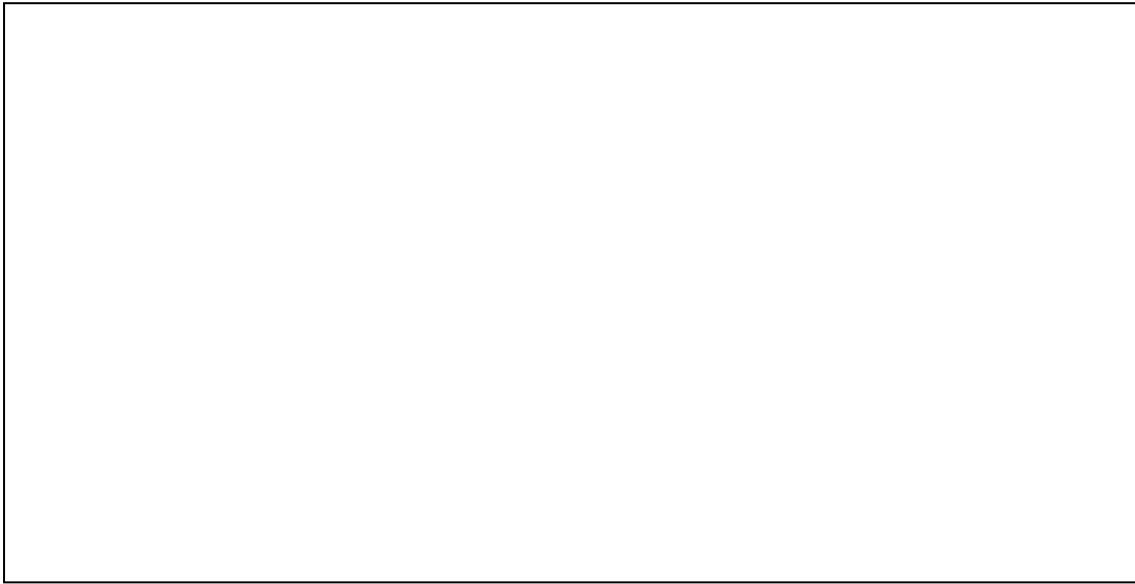
Do you think that you have any particular training or development needs? Please list in order of importance. How might they be met?



What support do you think you will need in the next 12 months from your manager and/or anyone else?



Have you received the support that you agreed with your manager at your last appraisal?



Do you have any other matters that you wish to discuss?

