

**PRISM Youth Project and Independent School**

**Supervision and Appraisal Policy**

**INTRODUCTION**

PRISM believed that good supervision is of the utmost importance for the growth of individuals and the organisation. We believe that supervision promotes competent, accountable and empowered practice. All supervision will be managed within the boundaries of this policy. It is mandatory and will be adhered to by all PRISM staff, i.e. supervisor and supervisee.

**DEFINITION**

“Supervision is a process in which one worker is given responsibility to work with another(s) in order to meet certain organisational, professional and personal objectives. These objectives are competent accountable performance, continuing professional development and support”

(Morrison 1993, adapted from Harries 1987)

**AIMS**

* To ensure all paid staff and volunteers receive regular, formal one to one supervision, at an agreed time.
* Supervision is not uncritical support; it is based on commitment to and a professional interest in the task of staff development and supporting young people.

To ensure that the purpose of supervision is clear, sessions should include:

* A safe climate for the worker to look at their practice and its impact on both them as a person and the Project.
* An agenda, prepared by the supervisee and brought to the supervision
* The overall quality of the worker’s performance
* An understanding of preferred learning styles and blocks to learning.
* Setting of professional goals and targets.
* Time for self-appraisal, and opportunity to learn constructively from mistakes.
* Opportunity to reflect on work and interactions with young people, colleagues and external agencies
* An appreciation and assessment of the workers theoretical base, skills, knowledge and individual contribution to the organisation
* An understanding of the workers value based in relation to race, gender etc. and its impact on their practice
* Monitoring of overall health and emotional functioning of the worker, especially with regard to the effects of stress
* Regular and constructive feedback to the worker on all aspects of their performance including contract management
* Identification of training needs to initiate new methods of working, development of professional skills and attitudes

**PRINCIPLES**

* The supervisor will be skilled and competent to deliver professional supervision.
* Supervision will form an ongoing process for monitoring of targets set out in annual appraisals.
* A written contract between supervisor and supervisee will be agreed at initial meeting.
* An electronic recording of supervision at least once each half term.
* Our aim is to ensure that all staff will have access to a debrief / supervision within 8 hours of a serious incident taking place within the Project.
* Where informal responsive supervision takes place, this will be recorded by the supervisor in the relevant supervision file.
* SMT will have access to all staff supervision records.

**Appraisal Policy**

PRISM is committed to annual appraisals. It is an effective tool for the identification of both positive and negative areas of practice and enables the appraiser and line manager to review and negotiate targets, evaluate the impact of training and to plan for the following year.

Process

* Appraise is given form (appendix 2) to be completed by an agreed date
* Formal appraisal meeting – responses on form are discussed
* Recommendations and actions agreed and noted
* If appraise is dissatisfied with process of appraisal and its outcomes this should be put in writing to appraisers line manager.

APPENDIX 1

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| **FORMAL RECORD OF SUPERVISION**PRISM Independent School and Youth Project |
| *Name**Date* |
| **Subject** | **Outcome/Actions** |
| 1. Notes of last supervision
 |  |
| 1. Matters Arising
 |  |
| 1. Personal Development
* Training Completed
* Training Required
 |  |
| 1. Agenda (To be brought on the day by the supervisee)

Could include* Job role – Specific tasks and responsibilities
* Team
* Young people
 |  |
| 1. Any Other Business
 |  |
| 1. Personal Health and Wellbeing
 |  |
| 1. Feedback
 |  |
| 1. Date of next session
 |  |
| Signed*Supervisors name/title*Signed *Supervisee name/title*  |

APPENDIX 2

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| **FORMAL RECORD OF APPRAISAL WITH LINE MANAGER PRISM** |
| **APRAISEE NAME:****DATE:**  |
| **PART 1** |
| Subject | Outcomes / Actions |
| 1. Main achievements
 |  |
| 1. Training undertaken
 |  |
| 1. Skills developed and embedded (Include actions from OTLA Action Plan)
 |  |
| 1. Targets not achieved and reasons/difficulties for this
 |  |
| 1. How do you feel you have performed as both an individual and a team member within PRISM
 |  |

APPENDIX 3

**PRISM**

**SUPERVISION AGREEMENT**

**Agreement Between:**

**Supervisor:**

**Supervisee:**

The principle functions of supervision are:

* To ensure work is carried out to a good standard within PRISM Policies and Procedures.
* To facilitate staff development
* To operate as a support mechanism for staff

In order to carry out these functions, we agree to the following:

* Formal one to one supervision will take place at an interval of no less than one each half term.
* Formal supervision will be conducted in a private place, free from interruptions.
* The agenda will be set by the supervisee and brought to the meeting.
* Supervision will be an open and honest forum for both parties to enable clear and constructive discussion to take place.
* Supervision will be recorded by the Supervisor. Supervision notes will be forwarded to the supervisee for agreement o challenge. This will be recorded formally at the start of the next meeting.
* Copies of supervision notes will be held confidentially.
* SMT will have access to all supervision records.

Signed (Supervisor)

I agreed with this document and have read the PRISM Policy.

Signed (Supervisee)

Date:

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| **PART 2** |
| Subject | Outcomes/Actions |
| 1. What areas of work would you like to improve?
 |  |
| 1. What training do you require?
 |  |
| 1. SMART targets for the coming year
 |  |
| 1. What support do you feel you require and from whom to enable you to meet your targets
 |  |