

SUPERVISION CONTRACT STAFF CARE - GUIDE TO SUPERVISION

<p>Frequency / Length</p> <ul style="list-style-type: none"> ✚ Supervision sessions will be held every Quarter ✚ A minimum of one will be available. If a supervision session is missed, the Supervisor takes responsibility to rearrange an alternative date as soon as possible.
<p>Confidentiality</p> <ul style="list-style-type: none"> ✚ Supervisee accepts that work issues may be discussed, when appropriate, with other managers. ✚ The Supervisee is entitled to have issues concerning the quality of his/her work to be overt and open to his/her involvement. ✚ Supervisee and Supervisor are to inform each other of anything that needs to be kept confidential. ✚ Supervisee accepts that their supervision records will move with them in the event of transfer of Supervisor. ✚ Supervisee accepts that following their departure, their supervision record will be lodged in their personnel file.
<p>Supervisee's Rights</p> <ul style="list-style-type: none"> ✚ To uninterrupted time in a private venue. ✚ To Supervisor's attention, ideas and guidance. ✚ To receive feedback. ✚ To set part of the agenda. ✚ To ask questions. ✚ To expect Supervisor to carry out agreed action or provide an appropriate explanation, within an agreed time frame. ✚ To state when over/under worked. ✚ To have his/her development/training needs met. ✚ To challenge ideas and guidance in a constructive way.
<p>Supervisee's Responsibilities</p> <ul style="list-style-type: none"> ✚ To be proactive. ✚ To have a predominantly problem solving approach. ✚ To accept feedback positively. ✚ To update Supervisor and provide relevant information. ✚ To prepare for supervision, and to keep their copy of the supervision record in a secure location. ✚ To bring issues, concerns and problems. ✚ To maintain the agreement. ✚ To identify development / training needs and engage in agreed activities.
<p>Supervisor's Rights</p> <ul style="list-style-type: none"> ✚ To bring concerns/issues about Supervisee's work. ✚ To question Supervisee about his/her work and workload. ✚ To give Supervisee constructive feedback on his/her work performance. ✚ To negotiate around Supervisee's work/workload. ✚ To observe Supervisee's practice and to initiate supportive / corrective action as required.
<p>Supervisor's Responsibilities</p> <ul style="list-style-type: none"> ✚ To make sure supervision sessions happen as agreed and to keep a record of the meeting. ✚ To create a supervision file for each Supervisee containing their supervision records and other documents relating to their employment and development. ✚ To ensure that Supervisee is clear about his/her role and responsibilities. ✚ To ensure Supervisee is clear regarding their employment status e.g. induction, probation, temporary, permanent. ✚ To make available to the Supervisee a copy of their up to date Job Description and Person Specification. ✚ To record the supervision session and to store their copy in the supervision file.

- ✚ To ensure that Supervisee is kept up to date with departmental/local authority policy and procedures.
- ✚ To monitor Supervisee's performance, including work and attendance.
- ✚ To set standards and assess the Supervisee against these.
- ✚ To know what Supervisee is doing and how it is being done.
- ✚ To deal with problems as they impact on the Supervisee's performance.
- ✚ To support Supervisee and the agreed personal development plan.

Conflict

- ✚ Every effort should be made to resolve any conflict, within supervision.
- ✚ In exceptional circumstances, where this cannot be achieved, the Supervisee has recourse to the Supervisor's line manager.

Recording Mechanisms

- ✚ The Supervisor and Supervisee agree notes of the session, which should be signed and dated, using the pro-forma provided.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group's Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



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***Policy Amendments & Revisions:** This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*