



Policy Name	Supervision and Continuing Professional Development Policy
Created by	Christopher Allan, Owner (Lead Practitioner)
Date Reviewed	June 2023
Date of Next Review	June 2024
E & D Disclaimer	This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories as Protected Characteristics: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender) and Sexual orientation. We will continue to monitor this policy to ensure that it provides equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic.

Supervision and Continuing Professional Development Policy

Introduction

School Avoidance Solutions (SAS) recognizes the importance of ongoing supervision and continuing professional development (CPD) in maintaining high standards of practice and supporting the professional growth of our staff members. This Supervision and Continuing Professional Development Policy outlines the guidelines and opportunities for supervision and CPD within our organization.

Supervision

2.1 Purpose of Supervision

Supervision at SAS serves multiple purposes, including:

- a. **Reflective Practice:** To facilitate reflection on practice, explore challenges, and enhance professional competence.
- b. **Support and Guidance:** To provide emotional support, guidance, and constructive feedback to staff members.
- c. **Quality Assurance:** To ensure adherence to ethical standards, policies, and best practices.

2.2 Supervision Process

- a. **Frequency:** Regular supervision sessions (every 4 weeks) will be conducted for all staff members, with the frequency determined based on the nature of their roles and needs. Typically, sessions will be scheduled at least once a month, with additional sessions available as needed.
- b. **Format:** Supervision sessions may be conducted one-on-one or in group settings, depending on the preference and availability of the staff members involved.
- c. **Confidentiality:** Supervision sessions are confidential and provide a safe space for staff members to discuss their work openly and honestly. Information shared during supervision will be handled in accordance with the Confidentiality and Data Protection Policy.

Continuing Professional Development (CPD)

3.1 Purpose of CPD

CPD at SAS aims to:

- a. Enhance Skills and Knowledge: To promote professional growth by providing opportunities for staff members to develop and enhance their skills, knowledge, and expertise.
- b. Stay Current: To ensure that staff members remain up-to-date with developments, research, and best practices in their respective fields.
- c. Professional Engagement: To encourage active engagement with the professional community and promote networking and collaboration.

3.2 CPD Opportunities

- a. Training Programs: SAS will provide access to relevant training programs, workshops, seminars, and conferences that align with the needs and interests of staff members. These opportunities may be offered internally or through external providers.
- b. Professional Memberships: Staff members are encouraged to join relevant professional associations and organizations to stay connected with their field, access resources, and participate in professional events.
- c. Self-directed Learning: Staff members will have the opportunity to engage in self-directed learning, such as reading professional literature, participating in webinars, or completing online courses relevant to their roles and interests.

Record Keeping

SAS will maintain records of supervision sessions and CPD activities for each staff member. These records will include dates, topics covered, and any action plans identified during supervision, as well as evidence of CPD participation and outcomes.

Review and Evaluation

This Supervision and Continuing Professional Development Policy will be reviewed periodically to ensure its effectiveness and alignment with best practices. SAS will seek feedback from staff members regarding their supervision and CPD experiences, and use this input to enhance the quality and relevance of these processes.

By implementing this Supervision and Continuing Professional Development Policy, SAS aims to provide ongoing support, promote professional growth, and ensure the delivery of high-quality services to the children and families we serve.