



Staff Supervision

Version number:	Version 1	Document owner:	HND Children's Care Ltd.
Version Date: Review Date:	January 2026 January 2027	Document ID number:	8.1 Staff Supervision Policy
Version expiry:	January 2027	Document classification:	Final
Version status:	Live document		

Regulations and Standards:

The Children's Homes Regulations 2015:

- Regulation 13 – The leadership and management standard.
- Regulation 32 – Fitness of workers.
- Schedule 2 – Information required in respect of persons seeking to carry on, manage or work at a children's home.

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1. Who this Policy applies to?

This policy applies to all, and others working in the home (including the home's manager, temporary, contracted, seconded, ancillary and agency staff).

2. Who Supervises?

'Supervisors' are usually those in line management at the next level; thus, care staff will usually be supervised by deputy managers / team leaders / seniors, deputy managers / team leaders / seniors by home's managers.

Home managers will be supervised by the RI, director an external consultant (assigned to be appropriate and suitable to undertake this role).

It may also be that staff, either some or all, are supervised by an alternatively sourced



professional on occasions, such as a psychologist for example.

3. How Often?

The frequency of supervision should be as follows:

All full-time staff employed by HND Children's Care Ltd for more than three months must receive at least one supervision every 6 weeks, preferably 4 weeks.

New staff (who have been employed for less than six months) must receive one to one supervision at least fortnightly during the first three months of their employment, although this can be dependent upon the prior skills and experience of the staff, at the home's manager discretion.

Agency staff and those employed infrequently to cover staff absences must receive one to one supervision no less frequently than after each 8 shifts worked in the home.

4. Convening:

The supervisor is responsible for convening supervision sessions. The meetings must usually be held in private although it may on occasions be appropriate to invite another manager or consultant.

5. Recording:

5.1 Supervision Records:

The home's manager must keep a documented supervision record detailing the following as a minimum:

- the date, and duration of supervisions.
- Job Description, fulfilling Role and performance.
- Standards of work.
- Behaviour Management / Incidents.
- Routines in the home.
- Work with any child for whom the staff member is has responsibility for.
- Policies and Procedures.
- Staff development and training.
- Personal or work-related issues that may impinge on the member of staff's ability to carry out their duties effectively.
- Guidance on current and new tasks, including the setting and maintenance of standards.
- Safeguarding.
- Whistleblowing.

Under each heading the participants must take the opportunity to review previous



objectives, agreements, plans and expectations, discuss any matters of concern or interest then agree and record what needs to be achieved / done before the next supervision.

The supervisor and supervisee may also agree to use an agenda and / or checklist for the purposes of structuring supervision sessions.

All supervisions must be countersigned by both the supervisor and supervisee; this can be done electronically if ICT system used by HND Children's Care Ltd allow for this.

5.2 Changing the Record:

If the staff member believes that information contained in the supervision record is inaccurate, incorrect, or misleading about a matter of fact, they may ask for it to be corrected or changed.

Records must be changed where an opinion / assumption has been expressed based on inaccurate or incorrect information.

The supervisor should make any agreed changes. If there is disagreement between the supervisor and the supervisee, the next line manager should be contacted and will decide.

The supervisor does not have to change his / her record if certain of its accuracy. The outcome may be that a separate record is inserted showing that the supervisee disagrees and offers a counter view / opinion to sit alongside the original.

If the staff member remains unhappy, they can use the grievance procedures.

End.