

Supervision and Appraisal Policy

Empowering Futures Academy Ltd

(Alternative Provision)

Policy Name	Supervision Policy
Site	Birmingham
Version	1.0
Approved By	Director / DSL
Date Reviewed & Confirmed	18 January 2026
Next Review Due	January 2027

1. Policy Statement

Empowering Futures Academy Ltd (“Empowering Futures”) is committed to ensuring that all staff receive regular, structured supervision and appraisal to support professional practice, wellbeing, safeguarding, and continuous improvement. Effective supervision and appraisal are essential to maintaining high standards of care, education, and safeguarding for children and young people accessing Alternative Provision.

This policy sets out how Empowering Futures ensures supervision and appraisal are **consistent, supportive, safeguarding-led, and compliant with Local Authority expectations**.

2. Scope of the Policy

This policy applies to:

- All employees, tutors, sessional staff, and agency staff
- Volunteers, contractors, and placement staff (where applicable)

The policy applies across all Empowering Futures delivery sites, including:

- **WEETC – Coventry**
- **Evolve Centre – Birmingham**

3. Legal and Statutory Framework

This policy aligns with:

- **Education Act 1996**
- **Keeping Children Safe in Education (KCSIE) 2025**
- **Working Together to Safeguard Children (2023)**
- **Health and Safety at Work etc. Act 1974**
- **Equality Act 2010**
- **Local Authority Alternative Provision commissioning requirements**

Supervision is recognised as a key mechanism for safeguarding and staff

support.

4. Aims of Supervision and Appraisal

Supervision and appraisal at Empowering Futures aim to:

- Safeguard children and young people
- Support staff wellbeing and resilience
- Ensure safe, reflective, and effective practice
- Monitor performance and professional standards

- Identify training and development needs
- Promote accountability and continuous improvement

5. Supervision

5.1 Purpose of Supervision

Supervision provides a structured opportunity for staff to:

- Reflect on practice and challenges
- Discuss safeguarding concerns and thresholds
- Review workload and wellbeing
- Receive guidance, feedback, and support

Supervision is **supportive, reflective, and non-punitive**.

5.2 Frequency of Supervision

- **Teaching and frontline staff:** at least **termly**, or more frequently where required
- **Safeguarding roles (DSL/DDSL):** supervision at least **termly**, with access to additional support
- **New staff:** more frequent supervision during induction

Additional supervision may be arranged following:

- Safeguarding incidents
- Critical incidents
- Changes in role or responsibility

5.3 Supervision Content

Supervision sessions may include:

- Review of role responsibilities
- Safeguarding discussions and concerns
- Case reflections (where appropriate)
- Wellbeing and workload review
- Training and support needs

All supervision is recorded confidentially.

6. Appraisal

6.1 Purpose of Appraisal

Appraisal provides a formal review of performance and development and

supports:

- Professional growth

- Quality assurance
- Alignment with organisational values and expectations

6.2 Frequency of Appraisal

- Formal appraisal is conducted **annually** for all staff.
- Interim reviews may take place as needed.

6.3 Appraisal Content

Appraisals consider:

- Performance against role expectations
- Quality of practice and engagement
- Safeguarding competence and compliance
- Training and professional development
- Contribution to the organisation

Clear objectives are set and reviewed.

7. Safeguarding and Supervision

- Safeguarding is a standing agenda item in supervision.
- Staff are supported to raise safeguarding concerns.
- Any issues relating to conduct, competence, or suitability are managed in line with safeguarding and safer recruitment procedures.

8. Equality, Diversity, and Inclusion

- Supervision and appraisal processes are fair, inclusive, and non-discriminatory.
- Reasonable adjustments are made where required.
- Processes comply with the **Equality Act 2010**.

9. Roles and Responsibilities

Provision Leadership

- Ensure supervision and appraisal systems are implemented and monitored
- Ensure compliance with LA and statutory expectations

Line Managers / Supervisors

- Conduct supervision and appraisal in line with this policy
- Maintain accurate and confidential records
- Escalate safeguarding concerns appropriately

Staff

- Engage with supervision and appraisal processes
- Reflect on practice and development
- Raise concerns where support is needed

10. Recording and Confidentiality

- Supervision and appraisal records are:
 - Accurate
 - Confidential
 - Stored securely
- Access is restricted to authorised personnel.
- Records are retained in line with data protection and record retention guidance.

11. Training and Support

- Supervisors receive guidance and support to fulfil their role effectively.
- Staff receive ongoing training linked to appraisal outcomes.

12. Monitoring and Review

- Supervision and appraisal processes are monitored through quality assurance and safeguarding reviews.
- This policy is reviewed annually or sooner if legislation or Local Authority requirements change.

13. Related Policies

- Safeguarding and Child Protection Policy
- Staff Wellbeing Policy
- Safer Recruitment Policy
- Code of Conduct ●

Complaints Policy