



Red Lion House
Charity Number: 1176422

Supervision Policy

Red Lion House Charity aims to create a supportive environment for all workers/volunteers.

The key features of supervision in our establishment are:

- 1 to review and account for work
- 2 to plan and prioritise work
- 3 to be supported in the work
- 4 to give and receive feedback about the work
- 5 to identify training and development needs in relation to work

The objectives of our supervision are to meet the needs of the job and the individual doing the job.

- is the job being performed to an acceptable standard?
- are training and development needs being met?

Ongoing support of supervision will happen as required by either the charity or the employee. Issues can be raised informally or by correspondence.

Method of supervision should be on a one to one basis but could be more if there is a job share.

Review work done. Work done over the last period needs to be acknowledged. Strengths, weaknesses and future opportunities need to be discussed.

Account for work. The supervisor ensures the staff member/volunteer is working to satisfactory standards. Time sheets showing work carried out to be regularly reviewed.

DEALING WITH DIFFICULTIES

1. Discuss problems, do not avoid them, however difficult.
2. Pinpoint problems and seek constructive solutions.
3. Meet if necessary. Do not wait.
4. Consider what each party is doing to contribute to the situation.
5. Acknowledge who the difficulty lies with specifically.
6. Raise the matter with the Trustees if supervision is not happening regularly or satisfactorily.

This policy needs to be read in conjunction with:

Safeguarding Children and Young People Policy

Safeguarding Vulnerable Adults Policy

Health and Safety Policy

Equality and Diversity Policy

Agreed by the Red Lion House Charity

Date January 2022

Review Date November 2024

Signed*CDean*.....