

STAFF SUPERVISION PROCEDURE

Procedure Title	Staff Supervision Procedure
Procedure Owner	<i>This may be the CEO, Human Resources Manager or equivalent</i>
Procedure Approver	<i>This may be the CEO, Human Resources Manager or equivalent</i>
Related Policies	<i>Name any other policies related to the Staff Supervision Procedure</i>
Related Procedures	<i>Name any other procedures related to the Staff Supervision Procedure</i>
Storage Location	<i>Detail where the procedure is stored, including digital and physical locations</i>
Effective Date	<i>List the date the procedure came into effect</i>
Review Date	<i>List the date the procedure is to be reviewed</i>

PURPOSE

The Staff Supervision Procedure details the supervision process for all staff. The procedure also details the roles and responsibilities associated with supervision.

SCOPE

This procedure applies to all staff, including employees and volunteers.

DEFINITIONS

Supervision: the act of overseeing the activities and responsibilities of staff; a contractual, relational, collaborative process, which facilitates the ethical and professional practice of the supervisee.

(Insert any other definitions specific to your organisation)

RESPONSIBILITIES

The *(insert responsible person's role title)* has responsibility for ensuring all staff are aware of aware of this supervision procedure and their responsibilities under the procedure.

The *(insert responsible person's role title)* will delegate different parts of the supervision process to other members of the *(insert organisation name)* team who will be responsible for supervision. Anyone who has been delegated responsibility by the *(insert responsible person's role title)* to conduct an aspect of supervision must comply with the Staff Supervision Policy and this procedure.

Both supervisors and supervisees have a responsibility to participate in the supervision process and recognise it as an important part of their professional development and career progression.

The *(insert organisation name)* values ongoing professional development. Supervision plays a critical role in reflecting on practice in the workplace, thinking of new ways of working, and identifying areas for improvement.

The *(insert organisation name)* prides itself on being a workplace of choice and recognises supervision as a powerful means of ensuring staff feel supported in the workplace and recognise their own potential for growth.

(Insert any other responsibilities specific to your organisation)

Supervisor Responsibilities:

- Apply supervision policy and procedure
- Communicate expectations
- Articulate how individual performance expectations align with organisational goals
- Develop performance goals in collaboration with the supervisee
- Provide fair, constructive, and timely feedback
- Be prepared for meetings
- Ensure there are no surprises by regularly communicating feedback and identifying areas for improvement
- Provide assistance, guidance, and coaching support as needed
- Conduct performance evaluations.

Supervisee Responsibilities:

- Be prepared
- Comply with supervision policy and procedure
- Track and communicate progress towards performance goals
- Communicate workload challenges
- Identify professional development needs and opportunities
- Be willing to share positive and negative experiences
- Be open to receiving feedback
- Participate in performance appraisal processes

PROCESS

All staff will be delegated a supervisor, who may or may not be their direct manager.

Supervision meetings will take place (*insert frequency*) and is mandatory for all staff.

Supervisors will be provided with training and support to enable them to become effective in providing supervision.

Staff participating in supervision will be made aware of and be required to comply with their responsibilities detailed in this procedure.

Supervision will be monitored and reported on to management (*insert frequency*) and evaluated on a (*insert frequency*) basis. Per the Staff Supervision Policy, the content of supervision meetings will remain confidential between the supervisor and supervisee except for agreed actions and goals, or where the disclosure of the information is consented to or required by law.