



Supervision policy for IASS staff:

This policy should be read in conjunction with other Bracknell Forest supervision policies.

Supervision is the principal means by which managers in IASS ensure that the local authority's accountability for families receiving a service is properly exercised in accordance with its legal obligations. It is a formal and recorded process through which the professional actions of staff are regularly reviewed.

Supervision also acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.

All staff will be supervised within this policy. Supervision will take place via the following:

- Monthly supervision meetings where workload, training and development and any issues are reviewed. A record of the meeting will be sent afterwards. The meetings will be held in a physical meeting room or over Microsoft Teams and will last for approximately one hour.
- Regular review of joint SEND box to monitor cases.
- Regular review of telephone calls to parents/carers/young people.
- Regular discussion of cases where issues arise.
- Annual appraisals to reflect on the past year's successes and challenges and to discuss outcomes for the following year.

All supervision records are kept securely and not publicly accessible.

12.09.17 RS

Reviewed Jan 2019

Revised and updated Jan 2021

Reviewed Jan 2022