

## Staff Supervision and Appraisal Policy and Procedure

Home-Start North West Kent Ltd (Home-Start) Charity number: 1148298

### Policy Statement

Home-Start recognises that Supervision and Appraisal is an essential element of the professional management of a Home-Start scheme and is an important tool for ensuring that a quality service is provided to families, risks are minimised and ongoing professional development is supported.

Home-Start undertakes to ensure that all paid staff receive effective supervision and appraisal in line with the Home-Start Safeguarding Policy, Staff Development Policy and Home-Start UK guidelines.

### Supervision

As employers, trustees have a duty of care to their staff. The provision of effective supervision ensures that staff workload, motivation and progress can be supported and monitored.

Principle functions of supervision are summarised as:

- Performance Accountability
- To monitor safeguarding/child protection
- Practice Reflection
- Personal Development
- Professional Support
- Priorities for the next 6 – 8 weeks
- Practical arrangements (leave, toil, expenses etc.)

### Supervision Process

- The senior worker receives line management supervision from a nominated trustee who has the expertise to undertake this role.
- The trustee supervising the senior will report regularly to the Board to confirm that line management supervision has taken place (and external case management where applicable).
- Additional, external case management supervision (additional supervision from an external source aimed at family support issues) may be accessed for the senior where necessary, with the approval of the Board of Trustees and in line with Home-Start guidance.
- The trustees remain responsible for the supervision and accountability of the senior worker, and managerial supervision is not provided externally.
- Supervision of all other scheme staff is carried out by their designated line manager and/or an external case manager where applicable.
- Formal records should be kept and both parties retain a copy of both line management supervision and external case management.

### Annual Appraisal

The annual appraisal system provides the opportunity for each member of staff, with his or her line manager, to review progress over the past year and set goals and targets for the year ahead. It is designed to make a positive contribution to the personal development of staff and as an aid to effectiveness and job satisfaction.

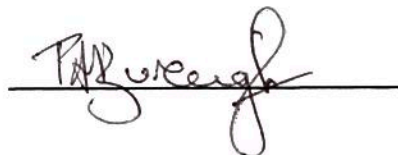
Principle functions of the Annual Appraisal are summarised as:

- To promote understanding between employees and managers.
- To give the manager and employee an opportunity to take a long-term view of their work.
- To review performance over the past year.

- To analyse any factors which may have positively or adversely affected performance.
- To identify development and training needs or other support which may be required.
- To discuss the programme of work for the coming year, including identifying work and personal objectives and targets.
- A review form will be sent to the appraisee at least one month prior to an agreed review date.
- Formal records are kept and distributed to those concerned.

### Supervision and Appraisal Time frame Summary

	Supervision during probationary period	Supervision post probation period	Appraisal
Senior/Manager/CEO  not carrying a caseload or working directly with families	Every 4wks	As agreed/ negotiated with the board of trustees but at least quarterly	New employees: appraisal after 6mths then annual
All staff working directly with families and volunteers	Every 4wks	No less than every 6-8wks If the member of staff is receiving clinical or external case management, line management supervision can take place quarterly. NB. When supporting high level families staff may require an increase in supervision	As above
Administrators	Every 4wks	Quarterly	As above

Signature of Chair: 

Print Name: P.A. Borowitz

Date of adoption: 14 March 2018

Date for review: March 2021