

# Teens Unite Supervision Policy Statement

July 2021

## Teens Unite Supervision Policy Statement

Teens Unite is committed to the Supervisory Process, recognising it as essential for the welfare of all staff and volunteers, and essential in the Charity's commitment to continuous improvement. Informal supervision is often ongoing and a result of the culture which exists, encouraging open communication. This is good practice but does not replace the formal supervision sessions this document sets out the Charity's commitment to.

Good quality supervision will improve the Charity's

- Capacity
- Confidence
- Competence, and
- Morale

Ensuring a better service for all Teens; improving recruitment & retention; and team engagement.

Teens Unite's Supervision process provides a safe, supportive opportunity for team members to

- Reflect
- Raise issues
- Explore problems
- Talk about new ways of dealing situations, and
- Identify training, support, or development needs

The Supervision Model for Teens Unite includes

- A formal arrangement with a dedicated "supervisor"
- Protected time for both parties, a minimum of one hour per month
- Confidentiality
- A regular opportunity to discuss issues relevant to beneficiary support
- Structured reflection
- An agreement that facilitates learning and quality improvement
- An opportunity to assess risk
- An opportunity to discuss safeguarding concerns
- A constructive and positive discussion relating to any issues of diversity and inclusion

A summary of the discussion and agreed action points will be held by both parties and stored centrally in a secure location.

### Supervision Record Sheet

<b>Supervisor:</b>		<b>Date:</b>
<b>Supervisee:</b>		<b>Time:</b>
<b>Training Undertaken since last meeting</b>		
<b>Review of actions from last meeting</b>		
<b>Summary of discussion points this meeting</b>		
<b>Objectives/actions for the next period</b>		
<b>Signatures</b>	<b>Supervisor</b> <b>Supervisee</b>	