



Radnor House
— TWICKENHAM —

Staff Supervision Agreement
Radnor House Prep School

Date of Publish

Next Review Date

Staff Supervision Agreement

Name of staff member	Job Title
Name of Supervisor	Job title
Period of agreement	
From:	To:
Introduction	
Staff supervision and appraisals will be held in accordance with the setting's policy (please cross reference with other relevant policies your setting has).	
Arrangements for meetings	
Supervision meetings should be held at least once a term, taking into consideration individual need and role within the organisations. Supervision frequency will be made in agreement with employee and supervisor.	
The dates of meetings will be:	
Each meeting will last for approximately: 1 Hour	
Meetings will normally be held in a private room/office. It is the manager's/supervisor's responsibility to locate a suitable room.	
Recording meetings	
The supervisor is responsible for recording supervision meetings. The notes should reflect the nature of discussions at the meeting and contain all action points.	
A copy of the notes will be provided to the employee within 5 working days of the meeting.	
Notes and agendas of supervision meetings will be circulated via an electronic/paper copy and kept filed in each individual's personal file.	

Confidentiality

The content of supervision meetings will be confidential to the two people concerned, except where either person needs to speak to the supervisor's line manager (in which case the other person will be advised of this). It is agreed that certain information will be shared with others (e.g. training needs or matters which affect other people). The supervisor's line manager needs to check supervision records for monitoring purposes.

If either person is unclear about the boundaries of confidentiality on a particular issue, this will be discussed at the time the issue arises.

Equalities

We recognise that discrimination against people, on grounds of race, gender, disability, age, sexual orientation, religion or belief and for other reasons, can exist in overt and covert, unintentional forms. We agree that anti-discriminatory practice should be promoted through the supervision process, by addressing issues of diversity and equality positively, openly and with sensitivity.

Content of meetings

Regular items for supervision meetings will be:

- Notes and actions of previous meeting
- Children's progress
- Organisational/ legalisation updates
- Health and wellbeing of staff member
- Training needs
- Positive achievements
- Disclosures
- Any other business

The employee will be responsible for advising the supervisor in advance of any items he/she wishes to discuss at the meeting, under any of these headings, for inclusion on the agenda. The supervisor will prepare the agenda and send it to the employee at least one day ahead of each supervision meeting.

Appraisals

Appraisal meetings will be held once a year.

The date of the appraisal will be

The appraisal meeting will be conducted in accordance with the principles set out in the setting policy.

Signed	Signed
Date	Date