

Tool 42: Supervision policy outline

A supervision policy can support shared understanding of supervision and the kind of practice that is needed for adults and carers (Daly and Muirhead 2015).

This tool sets out areas to consider in your supervision policy.

You can use this to review your current policy or to support you to develop a new policy.

Commitment

Statement of organisational purpose for supervision

Purpose

Why we undertake supervision – to cover adults and carers, staff and organisational wellbeing

How adults and carers are involved

Definition

Our definition of supervision

Context

National and local standards

How supervision fits with other areas of the organisation

Expectations and support

Diversity and equality statement

Scope

Who this policy is for

Model

We suggest that you use the 4x4x4 model

Supervisory relationship

How supervisors and supervisees will work together, and how they will be supported

Practicalities

Frequency and duration of supervision, including for different roles

Who should supervise, including in multi-disciplinary teams

Types of supervision

Location of supervision

Confidentiality of information

Preparation for supervision

Recording

What should be recorded where

Quality assurance

How supervision will be evaluated

How to respond if supervision is not working

Appendices

Templates and tools that may include:

Agenda

Record

Evaluation tools

Reflective tools

Tools to support different functions of supervision