

Temporary Worker Supervision Policy

Date: 1st February 2024
Review date: 1st February 2025
Approved by: Rob Grays

Purpose

Prospero recognises that Supervision is an essential element of the professional management of a service and is an important tool for ensuring that a quality service is provided to the Children and Young People, risks are minimised and supports ongoing professional development. We ensure that all temporary workers receive effective Supervision in line with this policy. Additionally, one-to-one discussions are held on an ad-hoc basis when required and recorded with the employee's knowledge and agreement.

Supervision

Temporary workers will receive supervision either face-to-face or online from The Quality and Service Manager, on no less than a quarterly basis. The purpose of supervision will be to help to reflect on the practice and to ensure professional competence is maintained. This will include feedback on performance and the setting of targets for professional development. These are supporting meetings to ensure that temporary workers needs are being met; objectives are being progressed; and concerns are being addressed. If there are any issues that have been identified in the temporary workers' work or development, the supervision meetings offer an opportunity to address these and should not be left, one-to-one discussions will be scheduled (please see below).

One to One Discussion

All temporary workers will have the opportunity to request a one-to-one meeting with The Quality and Service Manager if they feel the need to meet sooner than their allocated supervision date. Additionally, The Quality and Service Manager can request to meet with temporary workers outside of the allocated supervision date to discuss but not limited to the following: progress, concerns, provide feedback, young people, safeguarding, training, policies, and procedures.

Scope

- This Policy applies to all temporary workers.
- This Policy does not apply to internal employees working in Prospero.

Raising Concerns

If a temporary worker is unhappy with the supervision discussion / outcome or the supervision is not being offered or regularly postponed, both parties should seek to resolve this informally. If the informal mechanism is unable to resolve, temporary staff have the right to raise a concern formally with another member of the team.