**Ability Shetland Staff Supervision Policy**

**1. Scope and Purpose**

**Ability Shetland** recognises that supervision is a key tool for planning an organisation’s work. The main purposes of supervision sessions are to:

* Monitor work and work performance
* Evaluate work and performance
* Help the worker improve his or her practice
* Identify training needs and evaluate recent training undertaken
* Clarify priorities
* Share information about work
* Provide an opportunity to discuss how the worker and supervisor feel about the work
* Recognise and deal with existing or potential problems
* Discuss how outside factors are affecting work
* Provide a framework for discussing and agreeing change

**2. Supervision arrangements**

Supervision sessions will be held in a comfortable and private setting. They will be recorded accurately and confirmed by both parties. Sessions will be held every 6 weeks for full time staff (more frequently during the first few weeks for new workers) and will not be cancelled except in an emergency, and if cancelled or missed should be rescheduled immediately.

Employees will be supervised by their line manager, and the Team Leader by Trustees.