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| **Appendix B MONTHLY SUPERVISION TEMPLATE** |
| **Supervising Manager:**  | **Staff Name:** Jhon doe | **Date:**  |
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| Date of previous supervision |  |  |  |
| TOPIC | DISCUSSION | ACTION | BY WHOM | DATE |
| **Agenda items / Issues for discussion** | This supervision is in relation to ----------------1. Feelings
2. Handover
3. cases
4. Staff ROTA
5. Training
 |  | Area Manager / General Manager |  |
| **General Welfare /Reflective practice****Case Discussed** | 1. **Feelings** –

John Doe also expressed that he feels that when he has set things up for a young person they are not being followed up by other members of staff -Weekly activities not being followed through unless he is there to make it happen. Young people’s rota's are not being followed through (washing up, cleaning, taking out the rubbish etc). JD mentioned that he doesn’t feel that he is being supported when there is an incident (when a young person was swearing at him. He was hoping that a warning letter was going to be issued to the young person involved). Young person is using foul and abusive language towards him. 1. **Handover** – JD mentioned that he feels that staff who are on the previous duty should ensure that the unit is clean and tidy. JD has drafted a tick list of things that should be completed.
2. **Cases** JD expressed concerns regarding a young person’s non co-operation with regards to cleaning his room and communal areas.
3. **Staff Rota** – JD’s initial response to the new weekly rota devised by Ian. Sola has significantly more hours that any other member of staff. Extended tasks and responsibilities that he has which needed to be completed at work rather than at home. Hence the long hours offered. Travelling to and from home is an issue. JD expressed that he is losing a significant amount of money per month. JD has devised a new timetable which he believes is workable.
4. **Training –** JD is currently doing an NVQ Health Care Level 3. He does not expect to complete until Feb 2019.JD is also due to complete the IAG Level 5 training course, once he has completed the NVQ LEVEL 3
5. General performance - JD scored quite high last month. There were however areas that required further support and supervision

 - A need to practice better de-escalation process with young people. Producing a more concise incident report and a need to send this to management on the actual day of the incident.A need to follow the safeguarding process when a young person is reported for unauthorised absence. | * Supervising manager to discuss next steps with the General Manager.
* Young people warning letters and compliance to be addressed in staff meetings.
* All managers to ensure that they are made aware of the day to day running of the units to ensure that things are not overlooked.
* The Area Manager has suggested that he is immediately made aware of the situation so he can take person responsibility to deal with the situation/ incident.
* JD to provide the Area Manager with a copy of the checklist. These issues need to be addressed in a staff meeting.
* The Area Manager to inform all members of staff that weekly reports need to be open on the PC that everyone has access to and can update the report on a daily basis.
* The Area Manager expressed that he wanted to trial a new way of working for a one month period then the rota could be reviewed after this period.Area Manager to discuss this with General Manager.
* The Area Manager to show/ explain the new timetable to JD and the rest of the staff.
* The Area Manager will introduce the staff training matrix and apply the personal development plan.
* JD will be put on the compulsory care Certificate course next month, This is an essential 2 day certification course provided by an external assessor.
* JD will receive closer support on dealing with challenging situations. The area Manager will monitor these expected improvements on a weekly basis.

 * JD will receive further coaching on the use of the care management system in a bid to improve reporting accuracy and detail.
* JD along with other members of staff will receive direct supervision on the Safeguarding process for absent /missing situations. they will all receive copies of the safeguarding policies and procedures.
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| **Workload** | - |  |  |  |
| **Priority Cases** | - |  |  |  |
| **Equality and Diversity** | - |  |  |  |
| **Annual Leave/Flexi Leave** | - |  |  |  |
| **Date/time of next Supervision/One-to-One Meeting** | 12.12.2018. |  |  |  |

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| Signed as an agreed note of the meeting. An electronic copy to be sent to the member of staff by the Line Manager and a hard copy (signed) to be kept in the Performance Management file. |
| Additionalcomments |  |
| **Manager:**   | **Staff Member:**  | **Date:** |