



Staff Supervision Policy

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Policy Statement

Rowan Education ('the School') is committed to providing safe, high quality education that is appropriate, responsive and flexible to meet the needs of students attending the school. To achieve this the staff working within the school need to:

- Understand what is expected of them;
- Have and exhibit the skills, knowledge, behaviours, values and attitudes necessary to carry out their role;
- Be fully supported in their work and professional development, and be managed effectively.

Effective supervision is part of the School's process in ensuring this and is in keeping with Rowan Education's ethos and values, as well as forming part of the School's continuing development.

Supervision Methods

This policy is concerned primarily with one-to-one supervision taking place in private at a pre-arranged time. All staff working within the school will have access to this method of supervision.

It is recognised, however, that supervision is a much wider activity; it is a continuous and ongoing process that takes place in many different settings and in many different ways. The two main methods, other than formal one-to-one sessions are detailed below. They are essential to effective operation of the School but cannot and are not intended to replace planned, formal, recorded one-to-one sessions.

Group supervision

This should not replace individual supervision but can be used to complement it. It will involve a group of staff, usually at staff briefing, meeting with the Head (or Deputy Head) to discuss issues about their work or the way they work together as a team. This may be done in the context of a regular team briefing or as a separate session to look at specific issues that have been raised or have become apparent.

Unplanned or ad-hoc supervision

The pace of work and change and the frequency of supervision (and the small and intimate team Rowan Education has) means that staff often have to check something with their supervisor, obtain a decision or gain permission to do something in between formal supervision sessions. In addition, staff who work closely with their supervisor will be communicating daily about work issues, problems arising, changes in policies and procedures.

This form of supervision is, of course, a normal and desirable part of the staff/supervisor relationship. However, there are two points that need to be considered when utilising this type of supervision:

- Any decisions or actions made should be recorded appropriately.
- Where supervisor and supervisee work closely together this does not negate the need for private one-to-one time supervision on a regular basis.

Supervision Records

The recording of supervision sessions is the responsibility of the supervisor. The supervisor must adhere to the following standards of recording:

- The detail included in the supervision record is a matter of judgement for the supervisor. In general, the record should be detailed enough so that issues can be revisited, if necessary, at a later date and still be understood. A short summary of the discussion and the decisions or action points arising should be sufficient in most cases.
- Supervisors should aim to give a copy of the record to the supervisee for signature as soon as possible after supervision, and within 2 weeks. If this is not possible they should be with the supervisee before the next supervision session.
- Records should clearly detail any decisions that have been made, and the reasons for these, any agreed actions including who will take responsibility and the timescale for carrying out these actions.
- The records should be signed and dated by both parties. If there is disagreement as to the content of the record this should be noted by the supervisor. A copy should be retained by both parties.
- Whilst it is recognised that many staff prefer to keep records on computer systems, in the case of supervision records hard copies must be taken. This is to both safeguard the supervisor and supervisee and ensure that records are not altered in any way after completion.
- Both supervisor and supervisee must complete and sign the supervision confirmation at the end of the supervision.

Confidentiality and Access

Supervision is a private but not confidential process. This means that the records are the property of the school, not the individual. From time to time, supervisors will need to discuss the content of supervision sessions with others e.g. the Head. However, this should always be with the knowledge of the supervisee.

Access to supervision records should be controlled and all records should be stored securely so that others who do not have a legitimate right to see the records cannot access them.

Supervisees should be aware, however, that other than themselves and their supervisor others will, from time to time, access records, and these might include:

- Senior Managers – for quality assurance purposes
- Investigating Officers – for disciplinary purposes
- Inspectors – Ofsted

Storage and Retention

The Head will keep the individual's supervision records in a secure place (Sync.com secure folder for digital records and locked office for paper records). They will be retained and destroyed/deleted as per Rowan Education's Record Retention & Disposal Policy.

Complaints

Supervisees should always discuss any complaints or dissatisfaction in the first instance with the supervisor and endeavour to reach an agreement within the normal supervision process.

If the complaint cannot be resolved by discussion with the supervisor, the supervisee should raise the issue with the Head or, if the supervisor is the Head, with the Chair of Governors.

Disagreement

Areas of disagreement between the staff member and their supervisor should be recorded on the supervision record. Areas of disagreement that cannot be resolved may be referred to the Chair of Governors (or the Head).

Cancellations

If the supervision session has to be cancelled by either party the meeting should, wherever possible, be re-arranged at the time of cancellation and should be held within 5 working days of the original meeting time.