

## Staff Supervision Policy

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Stanford Training's policy on staff supervision is intended to ensure that all tutors and staff receive regular supervision every three months.

### Policy Statement

1. This supervision policy applies to all staff members, including administration staff, tutors, and managers.
2. The organisation is committed to providing its staff with formal supervision at least three times per year, ideally four, covering all aspects of teaching practice, assessment responsibilities, and career development needs.

The organisation works to a model of supervision that integrates management, educational, advisory, and support functions to:

1. Achieve optimum outcomes for learners and ensure high-quality learning experiences.
2. Promote best practice and attainment of required educational standards.
3. Ensure compliance with organisation policies, procedures, and awarding body requirements.
4. Enable staff to feel valued, supported, and motivated.
5. Support staff in continuously developing their knowledge, skills, and assessment competencies.

### Supervision Arrangements for Tutors

1. Every member of the tuition staff has a designated supervisor, usually the head of department who is competent to act as staff supervisor.
2. On appointment or following their induction program, tutors meet their head of department to plan or take part in a schedule of supervision meetings. These schedules ensure that they attend a minimum of three sessions per year.

3. The program could include group or team supervision meetings in addition to one-to-one meetings depending on the staff needs and the current situation of the organisation. The organisation uses one-to-one supervision meetings to discuss issues relating to the individual's work practice. It uses group supervision to address common organisational and team practice issues.
4. The outcome of this planning meeting is a supervision agreement, which outlines the frequency, location, length and typical agendas to be followed in the supervision meetings.
5. Participants are expected to agree jointly the specific priority issues and concerns to be discussed at any particular meeting. Meetings typically cover the following areas:
  - Review of the tutor's teaching, assessment practices, and any issues arising.
  - Joint assessment of the tutor's professional development, training, and support needs.
  - Matters affecting learning outcomes, teaching standards, and compliance with awarding body requirements.
6. At the end of a meeting the tutor and supervisor are jointly responsible for agreeing what should be included in the supervision record for the meeting.
7. The supervisor and tutor/s are jointly responsible for ensuring that discussions and meetings occur regularly and are given high priority. All reasons for deferring or cancelling planned supervision meetings or non-attendance at group supervision meetings must be recorded.
8. All supervision meetings are held private and as far as possible should be free from interruption.
9. Each tutor has an annual staff appraisal with the academic coordinator, which forms part of the supervision program. By agreement with all concerned this could also include another senior staff member, who might be present to chair the meeting.

### **Confidentiality of Information**

1. All supervision meetings observe the organisation's policies on confidentiality and data protection (GDPR 2018). Participants must be clear at the start of the session what information is confidential, what will be recorded, and what may need to be disclosed. Any information that cannot remain confidential may only be shared on a need-to-know basis.
2. Where matters need to be taken beyond the supervision context, actions are taken openly, and all participants are informed of next steps (for example, if the discussion raises safeguarding concerns or student protection issues).

### **Supervision Recording and Access to Records**

1. All formal supervision meetings for staff are recorded in an agreed format which includes the following:
  1. details of key discussion points
  2. agreed actions to be taken
2. Targets and timescales for any actions to be taken.
3. All taking part in the meeting sign the record, which must indicate agreements and disagreements over every aspect.
4. Signed supervision records belong to Stanfords Training and are kept securely. Access is restricted to authorised people only, usually the supervisee(s) and their supervisor. Others may only access records for specific purposes and with the agreement and knowledge of those involved. Records will be retained for a minimum of 6 years in line with internal quality assurance and auditing requirements.
5. Recording and access to records policies do not prevent people from making their own informal notes of meetings and discussions, containing personal reflections, learning points etc. These will not be used as substitutes for formal records required for compliance purposes.
6. The organisation's management reviews all supervision arrangements as part of its annual quality review and obtains feedback from all involved on its value and effectiveness.

## Training

The organisation ensures that all staff employed as supervisors receive appropriate training in supervision, appraisal, and internal quality assurance processes. All staff also receive training as part of their induction program on what they can expect from supervision, including their rights, responsibilities, and data protection obligations.

**Policy Date:** 01/11/2025

**Next Review Date:** 31/10/2026



Signature: