



Staff Training & Supervision Policy

This policy is intended to set out the policy in relation to staff training and how they are to be supervised.

1. Organisational position

- (a) As a learning organisation, Sussex Against Bullying recognises that its staff, with their commitment, skills and abilities are the most valuable resource of the organisation. Sussex Against Bullying is keen to help staff develop and to bridge through training any gaps in knowledge and skill that are required to assist Sussex Against Bullying achieve its objectives.
- (b) Training should be of value both to Sussex Against Bullying and the individual member of staff. It should be work-orientated and have a discernible benefit for both in the foreseeable future: for example, it may be concerned with the development of specific skills or gaining information directly related to the job. It may also be concerned with the development of individual confidence, interpersonal skills and background understanding relevant to the tasks of a voluntary agency such as Sussex Against Bullying.

2. Training

- (a) The staff member should discuss their training needs with her or his line manager and agree what training is appropriate. All staff and volunteers should be having regular supervision sessions with their line manager. The discussion of training requirements should form part of these sessions. As part of these discussions staff and managers should consider the requirements of Sussex Against Bullying's strategic plan. The approval of the designated training co-ordinator should be sought.
- (b) As a result of these supervision sessions and the requirements of Sussex Against Bullying's objectives, a Training Plan will be produced. This Training Plan will be the basis for producing the training budget.
- (c) Special consideration will be given within the context of Sussex Against Bullying's Diversity and Equal Opportunities Policy to staff who require the development of particular skills to allow them to undertake their work effectively. A record will be kept of training undertaken by individual staff members. All staff and volunteers should have access to the training and development required of them to fulfil their roles.
- (d) "Training" does not mean only attendance on formal courses. It should be a conscious part of normal work. In particular it is the responsibility of line managers, as part of the managerial support they give to staff, to assist their colleagues to improve their skill and understanding, to reflect on work events and to learn from experience.

3. Supervision

- (a) Each staff member or volunteer will be assigned a supervisor who will meet with them on a regular basis. This should be a minimum of once every three months. During this supervision meeting staff should be supported in discussing any issues and needs.

- (b) Staff and volunteers are entitled to feedback and this should be provided as soon as practicable. It should not be stored up to be used at a later date.
- (c) Each supervisor will keep a record of any supervision meeting with a member of staff or volunteer (*Appendix A*) which should be retained in accordance with confidentiality and data protection policies.

Review date: 7th August 2019

Reviewing person: Benjamin Checkley

STAFF AND VOLUNTEER SUPERVISION RECORD
Appendix A

Name of staff member / volunteer	
Job title	
Name of line manager	
Date of meeting	
Review of work carried out since last supervision session	
Update on issues and plans	
Feedback on any training undertaken since the last session	
Further training	

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Priorities and action points

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Comments

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Date of next meeting	
Signed (Staff Member)	
Signed (Line Manager)	

Approved 28th August 2018