

## **The Brunswick Club for Young People Staff Supervision and Development**

### **1. Supervision**

- 1.1 Supervision enables line managers and the staff for whom they are responsible to evaluate the staff member's work and agree, where appropriate, new targets for completion of tasks, ways of achieving them, and the staff member's development and training in relation to current and future work plans.
- 1.2 Line managers should arrange to meet on a formal basis with their staff every two to three months. A list of those areas which can be covered during those meetings is outlined below. However, it is not expected that each area will be discussed at every formal supervision meeting.
  - To monitor and evaluate work and performance
  - To provide a private, special time to focus on specific areas of the staff member's work
  - To clarify priorities and to plan and negotiate new tasks and timescales
  - To provide support, guidance and, where applicable, resources
  - To share information and provide two-way up-dates about work
  - To provide an opportunity to discuss how the staff member and manager feel about the work, providing constructive feedback about performance
  - To receive feedback about the quality of supervision provided by the manager
  - To highlight information, support, development and training needs
  - To identify and deal with existing or potential problems
  - To provide an early opportunity to resolve conflict
  - To discuss external factors and non-work issues (where applicable) which are impacting on the staff member's performance, attendance and/or quality of work
  - To deal with issues which might otherwise become potential grievance or disciplinary matters
  - To ensure that the staff member's work priorities are consistent with The Brunswick Club for Young People's objectives
  - To discuss and agree changes to job roles and responsibilities.

### **2. Guidelines for supervision meetings**

- 2.1 It is suggested that managers and staff agree an agenda to work through during supervision sessions before or at the beginning of each meeting.

### **3. Training and Development**

- 3.1 The Brunswick Club for Young People wishes to support the development of its staff through learning opportunities which are relevant to their work and career aspirations.

- 3.2 A budget is set aside annually and the training provided and funded by The Brunswick Club for Young People is prioritised in terms of:
- Its requirement as part of the post holder's current work or work to be undertaken in the near future
  - Its requirement as part of a general training need within the organisation.
  - Its relevance to the organisation's Equal Opportunities and Safeguarding Children Policies
  - Its relevance to the post holder's career development/progression
- 3.3 Staff training may take many forms:
- On the job training
  - Attendance on external short courses
  - Internal courses
  - Long term study
- 4. Long term study**
- 4.1 A certain amount of study leave may be available, or flexible hours offered, depending on the relevance of the course to the work. It must be discussed and agreed with the Club Manager.
- 5. Requests for Training**
- 5.1 Any requests for training should be discussed with the Club Manager in order that the nature and cost of the training can be assessed against the priorities for staff training and the training budget.
- 5.2 In the event of the staff member leaving The Brunswick Club for Young People within twelve months of the training taking place the staff member may be asked for repayment of course fees.

#### **Consultation and Commitment to Review**

The Brunswick Club is committed to the review and updating of its policies and procedures through consulting with its employees, volunteers and children and young people. Employees and volunteers will be consulted on changes to policies through staff meetings and children and young people through youth meetings.

The employees' and volunteers' representative is Danny Volino.

This policy was reviewed by the Management Committee on 18th July 2016.

This policy will be reviewed by the Management Committee in July 2017.