



Staff Supervision Policy

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Policy Statement

Staff supervisions are conducted to support staff in their work, recognise their achievements, provide an opportunity to identify and discuss any problems, support and training needs and to ensure staff are effectively working to their job descriptions and achieving actions identified in previous supervisions.

Probationary Period

- New employees join the Company on a three-month probationary period.
- During or at the end of probation, staff may attend employment reviews to discuss overall performance. Absence, timekeeping, and general attitude will also be considered.
- If staff meet the required standards, employment status will be confirmed.
- Employees who fail to meet standards may have their employment terminated with required notice.
- In borderline cases, the probationary period may be extended to allow improvement, followed by a subsequent review. Employment will then either be confirmed or terminated.
- For office-based staff, probation meetings and supervisions will be carried out by the CEO.

Supervision Principles

- Effective supervisions help develop confidence, capacity, and self-esteem.
- Supervisions should be conducted positively, leaving the employee feeling supported while identifying action points.
- Supervisions are regular, conducted by the CEO and typically last 30 minutes.
- Confidentiality: Any issues discussed will be treated confidentially.

- Supervisions are conducted individually in a private, supportive environment where information cannot be overheard.
- Supervisions differ from appraisals, which are annual, focus on improving performance, and provide evidence for references or management reports.

Supervision Content

Supervisions typically include discussion of:

- Achievements and successes
- Concerns or worries
- Professional development
- Operational issues
- Support required
- Personal issues

Record Keeping

- Supervision records are confidential unless both parties agree to make them public.
- Notes must be agreed as a true record and signed by both parties.
- Employees may request changes to the record if there are factual inaccuracies.