|  |
| --- |
| **Insert name of Neighbourhood House & branding** |
| **Professional Supervision Policy Template** | |

|  |  |  |
| --- | --- | --- |
| Policy number: Date Adopted: | | |
| Authorised By: | | |
| Date last reviewed: | Reviewed | Date of next review: |

Refer to Section 6 below for information on the process for policy review.

|  |  |
| --- | --- |
| **Policy Context:** This policy relates to: |  |
| Legislation or other requirements | **Insert legislation that applies** |
| Other Standards | **Insert other accreditation systems that apply** |
|  |  |

1. ***Purpose: Why do we have a Professional Supervision Policy?***

The Professional Supervision policy supports the BNNC Professional Supervision Framework and is a practical document that states clearly how professional supervision will be enacted across the organization.

Supervision, in the Neighbourhood House sector, is the formal engagement between two parties with the purpose of addressing complex issues, reviewing performance against goals and plans, and maintaining a transparent and supportive relationship at a leadership level.

1. ***Scope***

This policy will apply to:

* Chair persons / committee members providing supervision to a coordinator
* A coordinator receiving supervision
* A coordinator providing supervision to a staff member or volunteer
* A staff member or volunteer receiving supervision

1. ***Policy Statement: Our Commitment***

**Name of organisation** management committee and it’s staff and volunteers are committed to providing a safe and supportive workplace.

**Name of organisation** management committee and it’s staff and volunteers are committed to adopting the BNNC Professional Supervision Framework to ensure support and supervision is provided effectively, adequately and appropriately.

The BNNC Professional Supervision Framework provides a simple yet consistent structure under which supervision can be both provided and received which will in turn

a) increase visibility and accountability of Coordinator and Committee of Management performance and

b) provide a platform to discuss risks and challenges to address them efficiently and as a result minimise impact and

c) increase achievement of goals as determined by the strategic planning process.

**Name of organisation** management committee and it’s staff and volunteers will operate under the specific requirements in the BNNC Professional Supervision Framework, including recommended frequency of supervision and proposed templates, unless an alternative approach is agreed upon by committee and accurately recorded in committee meeting minutes.

**Name of organisation** management committee and it’s staff and volunteers are committed to ensuring the leadership, management, staff and volunteers have access to the necessary supports and tools to adequately perform their roles.

This includes:

* Operational Supervision - Operational supervision provides the supervisor and the supervisee with an allocated opportunity to engage in discussion relating to the coordinator role and the ongoing operational requirements.
* Reflective Supervision - Reflective Supervision provides an opportunity for the supervisee to reflect on practice, workplace dynamics, personal performance, growth and development in a safe and non - judgmental environment.
* Critical Incident Support – is the immediate support provided to a person in direct response to a specific critical incident.

**Name of organisation** management committee and it’s staff and volunteers acknowledge the professional supervision process is an necessary tool in determining accountability, addressing performance and reviewing key performance indicators and will be used for this purpose as required.

**Name of organisation** management committee and it’s staff and volunteers recognize that supervision must be a safe, supportive and non-judgmental experience for all parties and are committed to ensuring a:

* All supervisors have had adequate training and adhere to the BNNC Professional Supervision Framework
* All supervisees are provided with clear processes to raise concerns about the way in which supervision has been provided, and
* Any concerns raised are handled confidentially, sensitively, and in line with all relevant human resource policy and procedures.

1. ***Other related policies and procedures***

|  |  |
| --- | --- |
| **Documents related to this policy** | |
| Related policies | **List of related policies**  **Employee Assistance Program policy** |
| Forms or other organizational documents | * **Insert name of organisation’s constitution** * **BNNC Professional Supervision Framework** * **BNNC Professional Supervision Agreement** * **BNNC Operational Supervision Template** * **BNNC Committee Update template** |

1. ***Review Process***

|  |  |
| --- | --- |
| Policy review frequency: **Indicate how often this policy will be reviewed** | Responsibility for review: **Indicate who will review this policy** |
| Review Process: **Describe how the policy will be reviewed** | |
| Documentation and communication: **Describe how the policy decisions will be documented and communicated** | |