

**DATED**

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April 2015

**TUTAKI YOUTH INCORPORATED**

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**SUPERVISION POLICY**

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## Tūtaki Youth Inc. Trust

### **POLICY: SUPERVISION**

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Responsibility:	General Manager and Tūtaki Youth Inc. Board
Authorised By:	Tūtaki Youth Inc. Board
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#### **1. Purpose**

To ensure that the staff of Tūtaki Youth Inc. Trust receive appropriate and effective external supervision.

#### **2. Definitions**

##### **2.1 External Supervision**

External supervision is a formal process that enables, guides and facilitates the professional to meet organisational, professional and personal objectives. These objectives include professional competence, accountable and safe practice, continuing professional development, education and support. External supervision is central to the process of learning and the expansion of practice skills. It involves protected time away from the practice environment to meet with an experienced practitioner of their choice to engage in self-assessment and guided in-depth reflection on current ways of practicing. The terms *practice skills* and *safe practice* includes cultural awareness and safety, appropriate use of models, and linking practice to cultural knowledge.

##### **2.2 Supervisor**

The person providing the above form of supervision.

##### **2.3 Supervisee**

The person receiving the above form of supervision.

## **2.4 External Supervision Contract**

Documented agreement between Supervisor and Supervisee outlining key criteria for inclusion, Supervisor's and Supervisee's expectations and practical arrangements.

### **3. Principles of External Supervision**

- 3.1 Promotion and protection of the interests of the client.
- 3.2 Ensuring achievement of professional, ethical and organisational standards, policies and procedures.
- 3.3 Providing support for staff in coping with the demands of their work, and minimizing occupational stress and burnout.
- 3.4 Education and the development of skills and competencies.
- 3.5 Promotion of safe, accountable and current best practice.
- 3.6 Encompassing a respectful, strengths-based approach.
- 3.7 Providing regular and uninterrupted supervision based on a negotiated contract.

### **4. External Supervision Policy**

- 4.1 Professionals will be engaged in regular, formal External Supervision as soon as possible after the commencement of their employment and no longer than three months after their initial employment date.
- 4.2 External Supervision is to occur at least monthly during one hour of protected time. More frequent External Supervision may be stipulated by the employee's Manager. The frequency of External Supervision will depend on individual and professional needs.
- 4.3 All Supervisors will be approved by the employee's Manager and align with the requirements set out by the Government -mandated body relevant to that employee's role, if applicable.
- 4.4 Managers will initiate the process for new staff to access External Supervision.
- 4.5 All professionals will be engaged with formal External Supervision and any engagement in any additional forms of External Supervision needs to be negotiated with the Manager.
- 4.6 Costs associated with External Supervision will be met by the organisation.

## **5. Roles and Responsibilities**

### **5.1 External Supervisors**

- 5.1.1 Provide External Supervision in a manner consistent with accepted best practice and which fosters collaborative working relationships and supports continuing professional development.
- 5.1.2 Where the Supervisee is a social worker, provide External Supervision consistent with the Social Workers Registration Board Code of Conduct and the Aotearoa New Zealand Association of Social Workers (ANZASW) Code of Ethics.
- 5.1.3 Have a current Annual Practising Certificate (APC).
- 5.1.4 Provide supervision that is relevant to the Supervisee's spiritual, traditional and theoretical understandings, cultural worldview, experience, skills and requirements for accountability.
- 5.1.5 Collaborate with Supervisee's Manager to ensure that organisational and professional goals are being achieved.
- 5.1.6 Communicate with employers and other appropriate authorities when they are aware of ongoing or serious unsafe practice.
- 5.1.7 Where the External Supervisor is of a different profession (cross-discipline External Supervision):
  - 5.1.7.1 Recognize own limitations of supervision in regard to the Supervisee's profession-specific practice and acknowledge this in the External Supervision process.
  - 5.1.7.2 Liaise with Supervisee's Manager if there are concerns regarding areas of practice outside the scope of the cross-discipline Supervisor's expertise, or likely to impact on other areas of professional practice.

### **5.2 Supervisees**

- 5.2.1 Access regular professional External Supervision appropriate and consistent with their practice.
- 5.2.2 Access External Supervision that is mindful of cultural worldview, experience, skills and requirements for accountability.
- 5.2.3 Provide evidence of External Supervision.
- 5.2.4 Where the Supervisee is a social worker, adhere to the Social Workers Registration Board Code of Conduct and the Aotearoa New Zealand

Association of Social Workers (ANZASW) Code of Ethics and Standards of Practice.

- 5.2.5 Participate actively in the supervisory process to ensure External Supervision meets the purposes outlined in this policy.
- 5.2.6 Inform the Supervisor of any ethical or safety issues that arise in practice.
- 5.2.7 Accept responsibility to make and attend External Supervision appointments.
- 5.2.8 Identify individual professional needs and prepare to ensure the success and value of the External Supervision.
- 5.2.9 Accept responsibility for own professional development by seeking out additional supervision and other resources for professional support and development as necessary, in liaison with Manager.

### **5.3 Supervisors and Supervisees**

- 5.3.1 Incorporate External Supervision in their regular workplace schedule.
- 5.3.2 Ensure External Supervision takes place.
- 5.3.3 Attend External Supervision according to agreed frequency.
- 5.3.4 Ensure adequate preparation for External Supervision.
- 5.3.5 Maintain a record of formal supervision sessions (dates and times) and mutually agreed summarised content of sessions (see Tūtaki Youth Inc. Supervision Record Form).
- 5.3.6 Complete, sign and send a copy of External Supervision contract (see Tūtaki Youth Inc. Supervision Contract) to Manager.
- 5.3.7 Supervisor and Supervisee aware that performance appraisal feedback will form part of supervision as discussed by Manager.
- 5.3.8 Evaluate External Supervision needs, agreement and compliance six monthly.
- 5.3.9 Comply with the Tūtaki Youth Inc. Supervision Policy.

### **5.4 Managers**

- 5.4.1 Collaborate with External Supervisors to ensure organisational and professional goals are being achieved.
- 5.4.2 Initiates the External Supervision process, in collaboration for all new staff members.