



centre for psychotherapy and counselling

SUPERVISION AND PROBATION

Policy and Procedures

(see also Trainees' and Supervisors' Handbooks)

SUPERVISION

1. STATEMENT:

Wellspring recognises that supervision is an essential activity in developing and maintaining the highest quality of service to its clients as well as fulfilling an ethical requirement.

Wellspring requires that all staff, therapists, trainees and volunteers should be supervised on a regular, planned basis, irrespective of their role in Wellspring. Similarly, Wellspring recognises that staff, therapists and volunteers should have an annual Assisted Self Appraisal. Whilst these are distinct activities in their own right, they are integral to each other.

2. POLICY AND PROCEDURES:

In the light of this, Wellspring's policy is that:

- 2.1** All staff, therapists, trainees and volunteers receive regular supervision.
- 2.2** The Administrator and Clinical Manager each receive management supervision at least bi-monthly from an appropriate Board member. The objectives of this supervision will include: workload management, managerial concerns, information exchange and support.
- 2.3** The Administrator and the Clinical Manager may in addition receive external supervision. The objectives of this supervision normally include: development of skills and knowledge, training, consultation and reflective learning. Wellspring will pay for a minimum of quarterly external supervision by negotiation with the Board.
- 2.4** Therapists and counsellors make arrangements and pay for their own regular external supervision in accordance with BACP/COSCA ethical guidelines. They must declare this is the case as part of their annual self appraisal. They may also consult with the Clinical Manager.

2.5 Regular attendance at therapists' meetings is a condition of self-employment for therapists, flexibility can be negotiated with the Clinical Manager. The meetings are a forum for clinical discussion and support.

2.6 Trainees on placement at Wellspring receive regular supervision from a named Wellspring therapist, approved by their training institution. Supervision arrangements will be in accordance with the procedures of the learning institution and of Wellspring. Trainees' supervision is paid for partly by Wellspring and partly by the trainee.

2.7 Volunteers will be supervised regularly by the Administrator.

2.8 Staff and therapists will undertake an annual self-appraisal where their performance, skills, motivation and expectations will be discussed. There are pro forma Self Appraisals which individuals may choose to complete with a colleague, Clinical Manager or Board member.

PROBATION

1. STATEMENT:

Wellspring recognises that the first six months in a new organisation is a significant time. During this time Wellspring therefore provides additional internal support and clearly set out objectives to be agreed with each new staff member and new therapist. These objectives will be appraised at the end of six months with the appointed managerial supervisor.

At the appraisal, the person may be confirmed in post, or given additional objectives and support to fulfill them, or the contract between the person and Wellspring will be ended.

2. POLICY:

2.1 All new staff and therapists at Wellspring will have a six month probationary period with clearly set out objectives, to be agreed with the managerial supervisor.

2.2 New therapists will receive monthly managerial supervision from the Clinical Manager during the probation period, as well as external supervision.

2.3 At six months there will be an appraisal with the managerial supervisor.

2.4 The individual will either: be confirmed in post; given an extended three months probationary period with renewed objectives, or the contract between them and Wellspring will be ended.

2.5 There will be only one three month extension at which there will be further appraisal of the individual with their managerial supervisor. They will either be confirmed in post or their contract with Wellspring will end.

2.6 Volunteers at Wellspring will have a three month probationary period, otherwise the policy and procedure will be the same as for others.

2.7 There will be flexibility regarding timescales for the person on probation who has time off work due to illness.

3. PROCEDURE:

- 3.1** The Clinical Manager and the Administrator will receive monthly managerial supervision from an appropriate member of the Board from the outset of their appointment during the six month probationary period.
- 3.2** Shortly after their appointment, s/he and the managerial supervisor will agree a series of objectives for the six month probationary period which can provide a realistic measure of performance for the six month review.
- 3.3** These will be written down and may be changed by agreement.
- 3.4** The objectives will form the main agenda for the monthly managerial supervision sessions.
- 3.5** At six months, there will be a Probation Appraisal.
- 3.6** An agreement will be reached as to whether the postholder has performed adequately in relation to those written objectives.
- 3.7** There will be three possible outcomes of the appraisal: a. the postholder will no longer be on probation, b. probation will be extended once, for three months, with specific objectives and areas of help, or c. the postholder and the managerial supervisor agree that their contract with Wellspring should end.
- 3.8** If the probationary period is extended, there will be a further appraisal after three months when there will be two possible outcomes: a. end of probationary period or b. the end of the contract.
- 3.9** New therapists will also have a six month probation period.
- 3.10** In the first weeks of their appointment, s/he and the Clinical Manager will make a written agreement as to what is to be assessed at the end of the probation period.
- 3.11** This will be recorded and discussed at monthly meetings with the Clinical Manager during the probationary period, by agreement. These managerial sessions will be in addition to the normal external supervision.
- 3.12** At the end of the six month period, the therapist and the Clinical Manager will hold a Probation Appraisal to reach a conclusion on how satisfactory the six months have been in relation to the written agreement.
- 3.13** There will be three possible outcomes: a. the therapist will no longer be on probation, b. probation will be extended once, for three months, with specific objectives and specific areas of help, or c. the therapist and the Clinical Manager agree that the contract with Wellspring should end.
- 3.14** If the probationary period is extended, there will be a further appraisal after three months when there will be two possible outcomes: a. end of probationary period or b. the end of the contract.

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