

LSCB Policies and Procedures Joint Framework for Dissemination and Implementation

Name of Policy / Procedure	Supervision: Policy and Guidance; Minimum standards for the supervision of staff and volunteers working with children, young people and families
Date of Publication	September 2014
Review Date	September 2017
JFDI Level	Level 3

Dissemination and Implementation

Agencies are requested to undertake the following in order to ensure the implementation of this policy:

LSCB	<ul style="list-style-type: none"> • Place on LSCB Website – Policies & Procedures & Latest News • Include within LSCB Bulletin November '15 - article and policy section • Send to LSCB Partner Agencies (Board Members) and Clusters (Cluster Managers) to support review of supervision arrangements (see below) • Send to Education Reference Group / Third Sector Reference Group members for reference • Update relevant training (Learning and Development Subgroup) • Support Development of One Minute Guide (LSCB Business Unit & Children Services Improvement Hub) • Performance Management Subgroup to consider how to evaluate impact of guidance and the effectiveness of supervision across the partnership (May 2015)
Partner Agencies and clusters	<ul style="list-style-type: none"> • Review, amend or develop supervision processes as appropriate to ensure minimum standards are reflected. • Update relevant in-house inductions and training to reflect supervision processes. • Ensure staff with line management roles know and understand their agencies supervision processes and use them appropriately. • Ensure all staff are aware of any changes to supervision processes • Ensure own agency supervision processes are clearly available to staff via websites / intranets and communication to staff with regards to where to find them. Link across to LSCB website as appropriate.

Assurance

Agencies will be requested to undertake the following in order to assure the LSCB with regards to the dissemination and implementation of this policy:

LSCB	Learning and Development Subgroup to seek assurance from partner agencies and clusters that implementation has occurred via short questionnaire within 3 months of policy being disseminated (February 2015)
Partner Agency and clusters	To provide LSCB with assurance that the above implementation requirements have been completed

Signed



1st September 2014

Chair of LSCB

Chair of P&P Subgroup

Date