



Cobras AP Staff Supervision and Support Policy

1. Introduction

Cobras AP recognises that effective staff supervision and support are essential to maintaining high standards of practice, safeguarding young people, and ensuring staff wellbeing. This policy sets out how Cobras AP provides regular, structured supervision and support for all staff.

We are committed to creating a positive, safe, and supportive working environment where staff feel valued, informed, and able to reflect on their work.

2. Aims of the Policy

This policy aims to:

- Promote consistent and effective practice
 - Support staff wellbeing and professional development
 - Ensure safeguarding responsibilities are understood and prioritised
 - Provide a forum for reflective practice, feedback, and problem-solving
 - Strengthen communication and accountability within the team
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3. Scope

This policy applies to:

- All full-time and part-time staff
 - Volunteers and temporary staff (as appropriate)
 - Senior leaders and line managers
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4. What is Staff Supervision?

Supervision is a regular, planned meeting between a member of staff and their line manager. It provides an opportunity to:

- Discuss workload and performance
- Reflect on challenges and successes
- Review training and development needs
- Identify and address safeguarding or wellbeing concerns
- Offer emotional support in high-pressure roles

5. Frequency of Supervision

- **Teaching and support staff:** Supervision will take place **at least once per half-term**
- **New staff members:** Will receive **more frequent supervision** during their induction period
- **Safeguarding staff (DSLs and deputies):** May require **monthly supervision** or case-specific reflective sessions
- **Additional sessions** can be arranged where concerns arise or extra support is needed

6. Supervision Format

Supervision may take place:

- In-person, one-to-one, in a confidential setting
- Using a structured supervision record (template provided by leadership)
- As part of team debriefs or group reflection (in addition to 1:1s)

Each session will include:

- Review of actions from previous supervision
- Updates on responsibilities or caseload
- Discussion of any safeguarding concerns
- Reflection on emotional impact of the work
- Goal setting and training needs

Records of supervision will be signed by both parties and stored securely.

7. Line Management Responsibilities

Supervisors and line managers must:

- Prepare for and prioritise supervision meetings
- Maintain a safe, respectful, and confidential space
- Encourage open and honest discussion
- Record outcomes and agreed actions
- Escalate any issues of concern (e.g. safeguarding, performance)

8. Staff Responsibilities

All staff members are expected to:

- Attend scheduled supervision sessions
 - Engage openly and respectfully
 - Raise concerns or seek help when needed
 - Follow through on agreed actions
 - Maintain confidentiality where appropriate
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9. Support for Staff Wellbeing

Cobras AP recognises the importance of emotional wellbeing in a demanding educational environment. In addition to supervision, staff are encouraged to access:

- Mental health support or counselling (if available)
- Peer support and team reflection
- Opportunities for continuous professional development (CPD)
- Reasonable adjustments or support plans when needed

Staff wellbeing will be a standing agenda item in supervision.

10. Confidentiality

Supervision discussions are confidential but may be shared with senior leadership or safeguarding leads if:

- There is a risk to a student or staff member
- A safeguarding issue is disclosed
- A serious concern arises about conduct or capability

Records will be stored securely in line with our GDPR policy.

11. Monitoring and Review

This policy will be reviewed **annually** by the Head of Provision and updated where necessary to reflect best practice and the needs of the provision.

12. Contact and Queries

For any questions about this policy, please contact:

Head of Provision

Ruth Fettes and Rachel Fox

Email: info@cobrasap.co.uk

Phone: 07760293729
