



TRAFFORD PARENT AND YOUNG PEOPLE'S PARTNERSHIP SERVICE

## Trafford Parent and Young Peoples' Partnership Service (PYPPS) - Independent Support Service for SEND

### Supervision Policy

The manager will meet with individual staff members once a month to discuss on going cases/issues identified. There will also be an opportunity to discuss cases and matters of interest within a group supervision during team meetings.

Informal supervision can be requested at any time.

Supervision notes will inform any future training needs/issues for action identified by either the manager or the staff member and will be a useful reference towards PDRP'S(Personal Development Review plans).

A written copy of areas discussed/outlined by team members will be signed and dated by the manager and staff member with the next meeting date identified.

All supervision notes will be kept confidential.

The above has been read and signed by –

*G.S. English*

Manager  
PYPPS

This document will be reviewed August 2019

