## Supervision:

Supervision can be both informal and formal. Each staff member can access informal supervision at any time; as we operate an open door policy wherever possible. Informal supervision can also be done via the telephone when the need arises. This can also be done in person at any time during office hours. Each staff member collects their rota once a week and during this time they are aware they can access informal supervision with a member of the management team.

We also have 'field supervisors' that can be used if a staff member is in distress/has concerns that need to be dealt with immediately in the community.

Alternatively formal supervisions and appraisals are arranged on a regular basis.