



Prospero Health & Social Care

# Supervision Policy

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**Approved by:**

Rob Grays – Chief Executive Officer



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## Purpose and Scope

Prospero recognises that supervisions are essential to maintaining high-quality support for Children and Adults at Risk by helping to minimise risks and promoting continuous professional development.

This Policy outlines how supervisions are carried out for Prospero Health and Social Care Temporary Workers.

## Definitions

- **Adult at Risk** – any person aged 18 years and over, who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.
- **Child or Children** - any person under the age of 18
- **Prospero Group** – is comprised of three entities, Prospero Group Teaching, Prospero Group Health & Social Care and Prospero Group Integrated.
- **Quality Assurance Team** – part of Prospero Health & Social Care, comprised of professionals holding at least a Level 5 qualification in a relevant care-related field, with practical experience in care.
- **Temporary Worker** – an individual receiving Work-Finding Services, delivered by Prospero Group. This includes, amongst others: Teachers, Tutors, Teaching Assistants, Care Assistants, Support Workers and Nurses.
- **Work-Finding Services** – taken to mean recruitment activity, advertising of roles and provision of work related training, provided by Prospero Group.

## Supervisions

Temporary Workers actively working for Prospero will receive supervision, either face-to-face or online, from a member of the Quality Assurance Team at least once every quarter.

The supervision aims to support reflective practice and maintain professional competence, including but not limited to, providing performance feedback and setting development goals. These sessions ensure Temporary Workers' needs are met, progress is monitored, and any concerns are addressed promptly. When issues in practice or development arise, supervision offers a timely opportunity for discussion and resolution.

All supervision meetings will be recorded on a Supervision Form, which will be shared with the Temporary Worker for their signature to confirm accuracy before being stored on their record.

## One to One Discussion

Temporary Workers may request a one-to-one meeting with a member of the Quality Assurance Team if they feel the need to meet before their scheduled supervision date.

Similarly, members of the Quality Assurance Team may also initiate meetings with Temporary Workers outside of the regular supervision schedule to discuss matters, including, but not limited to:- progress, concerns, feedback, young people, safeguarding, training, policies, and procedures.

## **Raising Concerns**

If a Temporary Worker is unhappy with a supervision discussion or outcome, or if supervision is not being provided or is frequently postponed, both parties should first attempt to resolve the issue informally.

If this informal approach does not lead to a resolution, Temporary Workers have the right to raise their concerns formally through Prospero Group's Complaints Policy.

## **Data Protection**

Prospero Group will treat all Temporary Workers' data confidentially and in accordance with the requirements of the Data Protection Act 2018 and the General Data Protection Regulations 2018.

## **Consequences and Enforcement**

This policy will be enforced by Prospero Group's CEO, Managing Director, Operations Directors, Head of Compliance & Safeguarding and Data Protection Officer.

Temporary Workers who do not attend scheduled supervisions or requested one-to-one discussions may face suspension or termination of their Work-Finding Services and referral to the Disclosure and Barring Service / relevant professional body, if applicable.

## **Review**

This policy will be reviewed annually and may be updated in line with government guidance.