

SPAN ARTS LTD

Supervision and Support Guidelines

The purposes of this supervision are:

- to provide a regular space for the volunteer to reflect upon both content and process within the work
- to develop understanding and skills within the work
- to receive information and another perspective on one's work
- to receive feedback on content and process
- to be validated and supported as a volunteer
- to ensure that the volunteer is not left to carry unnecessary difficulties and problems alone
- to give/have space to explore and express personal issues which may be brought up by the work
- to plan and use personal and professional resources better
- to be pro-active rather than reactive
- to ensure quality of work.

As a supervisor I agree to:

- be involved in setting the agenda as well as doing the necessary thinking and preparation beforehand
- be a stakeholder in the supervision session as well as provide individual support
- provide clarity about the expectations of the organisation
- provide written record of the session
- to be available at my office in Span for dedicated supervision sessions once a month
- to provide a supervision timetable
- to consider issues raised in supervision sessions and take whatever steps that may be necessary as a result of emergent issues
- to make time available at the commencement of each session for mutual reflection and evaluation of previous sessions

As a supervisor I expect

- that preparation for supervision sessions will happen
- that during supervision I will not receive telephone calls or interruptions
- that I will not cancel sessions unless absolutely unavoidable
- it will be acceptable to challenge and be challenged as well as work together on issues
- that work will be discussed within the framework of the organisation and allocated tasks will be completed.

As a volunteer, I expect to:

- be respected and valued as a person
- acknowledgement if my needs cannot be met
- be listened to
- prepare for the supervision, and for the supervisor to prepare
- have confidentiality, or prior consent if anything which arises in my supervision is to be used elsewhere
- have notes from the supervisor before the next session.

As a volunteer I agree to:

- give in a monthly report focusing on my work
- participate in negotiating an agenda for the session
- work within agreed limits
- to be committed to and involved in the process of supervision

July 2010