



## Monitoring and Supervising Personnel Policy

### Chabad Youth

#### 1. Purpose

Chabad Youth is committed to delivering high quality and professional services to all our clients and participants. We are committed to the rights of all children and young people to feel safe and be safe when participating in our organisation's activities, services and programs, and Chabad Youth has zero-tolerance towards abuse and neglect of children and young people.

The purpose of this policy is to outline the responsibilities, procedures and practices required by all personnel within Chabad Youth in relation to delivering high quality and professional services. This policy outlines effective and consistent approach to supervision practices for all personnel across the organisation.

Supervision – active and periodic (including appraisals) – is the most important way to ensure that personnel deliver a professional standard of service to all key stakeholders including children, families, professionals, funders, and other personnel. Supervision is a key mechanism through which personnel can be supported and further enabled to carry out their duties to meet organisational goals within the context of clear expectations and procedures.

#### 2. Scope

This Policy applies to all personnel, including; employees, casual staff, Board and committee members, volunteers and contractors involved with Chabad Youth.

This policy applies in all our operational environments and without fail wherever children and young people are participating in our organisation's activities, programs, services and / or facilities.

#### 3. Roles and Responsibilities

Supervision is a process not an event. Our organisation's procedures for monitoring/supervising personnel include:

- Active supervision processes while personnel are undertaking activities with children and young people; and

- Periodic supervision and appraisal processes for personnel.

### Active supervision

Active supervision of personnel and children is achieved in a variety of ways in Chabad Youth, including:

- Careful planning of rosters to ensure that personnel are always available to respond to children, and that lone working is avoided when possible.
- Policies and procedures (such as this one) that address supervision clearly.
- Scanning or regularly looking around the area to observe all children in the environment ensures that all children are actively supervised.
- Evaluating situations to determine the potential risks and benefits for children's health, safety and wellbeing.

### Periodic supervision

Periodic supervision is the responsibility of both Supervisor and Supervisee (which could be any staff member or volunteer). The Supervisee should:

- Ensure that their role is performed as agreed and that actions are completed in a timely manner;
- Notify the Supervisor of any difficulties in implementing decisions or plans;
- Identify development and support needs;
- Understand and uphold organisational policies.

The Supervisor should:

- Record periodic supervision in a timely manner in such a way that the content and decisions can be easily understood;
- Assure the quality of supervision and the performance of the Supervisee;



- Provide clear guidance on the Supervisee's roles and responsibilities;
- Provide a safe space for reflection and acknowledgement of the Supervisee's wellbeing and professional needs;
- Support growth and development of the Supervisee.

### Frequency

During a personnel member's probation period, supervision will be provided more frequently as agreed by the Supervisee and Supervisor to ensure the personnel member attains the appropriate level of skills development for their position. This should be conducted, at a minimum, fortnightly.

A formal review should be completed mid-probation at three months and at the end of a personnel member's probation period of six months.

On completion of a staff member's probation period, supervision will be fortnightly or monthly depending on the role and usual practice within the staff member's program area. Casual contract staff and volunteers are to refer to their program guidelines for the duration and frequency of supervision provided in a group setting.

Supervision should be booked in advance so that both Supervisee and Supervisor have the supervision time booked in their calendar.

An Annual Performance Appraisal will also be conducted, where both the Supervisor and Supervisee have the opportunity to reflect on the supervision process.

### Safeguarding children and young people

Chabad Youth is committed to provide a safe and secure environment for all children and young people, which is underpinned by the Safeguarding Children and Young People Policy. This involves implementing best practices to protect children and young people and promote a culture that keeps children and young people in our care safe from abuse and exploitation.

All personnel whose designated roles at times require unsupervised one-to-one contact with children will have all relevant checks current and valid, and their role will be articulated through Position Descriptions or signed agreements.

As part of supervision, there will be consideration about whether interactions of children or young people are appropriate to each person's role and in line with the behaviour guidelines outlined in the Safeguarding Children and Young People Policy.

This can be raised as part of different components of supervision – e.g. risk management, reflective practice, professional development. It can also involve 'live supervision' where the supervisor is able to directly observe the interaction of the employee with children and young people.

If any issues about safeguarding children and young people are identified, then these will be raised and followed up to ensure that Chabad Youth's guidelines are being met. Supervisors will:

- Share what was observed and discuss any changes required to current practice;
- Identify any training or professional development needs;
- Follow up to ensure that practices and behaviour have changed as per the key issues identified, and that actions have been taken in relation to these issues. This may require more frequent supervision for the period within which follow-up is occurring.

### Volunteers:

All volunteers under 18 will be closely supervised and guided at all times by a supervising educator. They will never be left alone with children.

## 4. Monitoring and review

This document will be reviewed by our Nominated Supervisor and Educational Leader at least every 3 years, after consultation. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board.

When there are any updates or changes to this Policy, they will be communicated to all personnel and stakeholders.

## Records and Documentation

We retain records that document each review undertaken. Records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

External audit and verification based on a sample, conducted by the Australian Childhood Foundation shall occur at 3 yearly intervals.

## 5. Supporting Resources

- Recruitment Policy and/or Induction Checklist
- Annual Performance Appraisal Form

## 6. Related Policies and Documents

The following Chabad Youth policies must be considered in relation to this document:

- Safeguarding Children and Young People Policy.
- Code of Conduct
- Reporting Policy
- Recruitment Policy

Reference	Date approved	Date last amended	Date of next review	Status
	16/10/21	23/8/2022	01/09/2023	Endorsed by: Dina Kahn Approved by: Moshe Kahn Yossi Gestetner

### Approval and Endorsement from the Director and CIVL Board

This policy has the approval and endorsement of the Chabad Youth Director Moshe Kahn, Yossi Gestetner of the CIVL board, and all division heads. We take seriously our responsibility to deliver a safe environment that is caring, supportive and nurturing. Our directors are committed to ensuring the safety of all children and young people to whom we provide services or who participate in our programs.



*M. K.*

Director  
Chabad Youth

*Y. Gestetner*

**Yossi Gestetner**

CIVL Board





**Chabad Youth**  
1 A'beckett Street East S. Kilda 3183  
Ph: 9522 8274 Fax: 9522 8255  
Email: info@chabadyouth.org  
Web: www.chabadyouth.org

