



MAHI MIHINARE
ANGLICAN ACTION

SUPERVISION POLICY

Category:	Practice
Last Review Date:	October 2023
Next Review Date:	October 2025
Endorsed by:	The Anglican Action Missioner
Approved by:	The Anglican Action Mission Trust Board

Purpose

This policy sets out the requirements of the agency regarding professional supervision and indicates the means by which the requirements shall be met.

Statement

Professional supervision is one of the essential means to develop workers and ensure quality service provision. Professional practice knowledge and skills are learned through tertiary study and gaining professional qualifications. It is the direct practice, guidance and reflection provided by supervision that enhances professional development and supports competent, accountable and safe practice. This includes both team and individual supervision. Professional supervision promotes inclusive practice underpinned by Te Tiriti o Waitangi, responsiveness to Maaori and sound ethical principles.

Scope

The overriding priority of professional supervision is to promote professional practice and to protect the interests of tangata whaiora. Therefore, all operation service teams shall receive professional external supervision.

Definitions

Employer	Employer means 'The Anglican Action Mission Trust Board', referred to as 'Anglican Action' or 'The Mission' in this policy.
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Agency	Agency means the Employer or Staff member as applicable.
Tangata Whaiora	Tangata Whaiora means any individual the agency provides or agrees to provide a service or to whom the agency is legally obligated to provide a service.
Staff member	Staff member means all employees (permanent, fixed-term, or casual), consultants, contractors, service providers, students, and volunteers engaged by the Mission.
Supervisor	Supervisor means external provider or relevantly qualified staff.

Policy

1. Requirements for Supervision

- (a) All operation service teams shall receive professional supervision in accordance with the requirements of their profession. Including the New Zealand Association of Counsellors (NZAC), Aotearoa New Zealand Association of Social Workers (ANZASW), Occupational Therapy Board of New Zealand (OTBNZ) and other professional bodies.
- (b) Supervision shall be paid for by the Mission.

2. Responsibilities in Supervision

- (a) Supervisors must be familiar with Mahi Mihinare Anglican Action's Supervision Policy, and Mahi Mihinare Anglican Action's Code of Ethics.
- (b) Supervisors are responsible for addressing all aspects of this policy in their work as supervisors.
- (c) Supervisees (those being supervised) are responsible for their work with colleagues and the people they are working with, and for presenting and exploring that work as honestly as possible within team supervision.
- (d) Supervisors are responsible for helping supervisees to reflect critically on their work with others.
- (e) Supervisors and supervisees are both responsible for setting and maintaining clear, professional boundaries, and making explicit the boundaries between consultation, counselling and training.

3. Management of Supervision

- (a) Supervisors should inform supervisees about their (the supervisors) training, theoretical orientations, qualifications and methods before supervision contracts are made.
- (b) Practical arrangements for supervision (time, place, frequency, duration, privacy, etc) should be made by negotiation at the outset with the team leader.
- (c) Fees and methods of payment for supervision should be agreed to in advance and form part of the contract.
- (d) Supervisors and team supervisees should be explicit about their expectations and requirements of each other in advance.

- (e) The supervisor should encourage the supervisees to develop self-evaluative skills, to seek further training experiences and to develop personal coping and enrichment resources.
- (f) The supervisor should help the supervisee to appreciate the importance of cultivating a fulfilling life beyond their work role, and should encourage the supervisees to be aware of the risk of burnout.
- (g) The supervisor should ensure the supervisees are aware of the distinction between counselling, accountability, consultation, support, and supervision, training and spiritual direction.

4. Reporting in Supervision

- (a) The supervisor will prepare an annual written report for the General Manager, and for the team in relation to team supervision. The report will outline details on professional development needs and training needs with recommendations for the service area.

Key Accountabilities & Responsibilities

Person / Party	Responsibilities
Governance	Review policy every two years or as required
Management	Ensure that staff members are aware of this policy and processes
Leadership	Ensure that staff members are aware of this policy and processes
Staff	Have access to this policy and understand their obligations under it

Related Policies, Legislation, Regulations and Documents

- [Anglican Action Code of Ethics](#)
- [ANZASW Code of Ethics](#)
- [NZAC Code of Ethics](#)
- [OTBNZ Code of Ethics](#)
- Anglican Action External Supervision Agreement

Sign off

Policy adopted by the Board on 24th October 2023

Chairpersons name:

Ratified by Chairperson: