

Supervisory Support Checklist

Induction

- Ensure new starters are aware of how to access wellbeing support, having been fully appraised of the risks related to the role in relation to secondary trauma and burnout.
- Ensure new starter has been allocated a mentor/buddy to support them through the first few weeks
- Ensure new starter has a programme of work that helps familiarise them with the work, the team and the organisation

In Role

- Undertake a risk assessment of the working environment to ensure secondary investigators and analysts have the right tools and resources available to undertake their role effectively
- Encourage the use of Wellness Support Plans to help supervisor and employee to understand what triggers them in the workplace and mitigation that can be put in place to support both parties.
- Implement non-negotiable 1-2-1 sessions that discuss wellbeing, CPD and where necessary work-related issues.
- Ensure you are aware of the signs of burnout and secondary trauma and how to signpost to support at the earliest stage
- Ensure regular breaks are taken to limit exposure to distressing materials, that appropriate filters and safeguarding checks have taken place.
- Encourage staff to take care of their health, promoting any support in force that helps encourage exercise, nutrition and hydration
- Ensure staff take time away from the office, monitoring the use of annual leave, rest days, flexi leave to ensure staff have sufficient time away from the office/role and are able to decompress.

When Leaving

- Undertake an exit interview to help identify where improvements can be made to encourage better working environment and support.
- Arrange debrief session with appropriate counselling services