



Supervision Policy

Supervision is a framework to provide direction and guidance to individual staff members on a regular basis. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Our supervision framework fosters a culture of mutual support, teamwork and continuous improvement that encourages confidential discussion of sensitive issues. (3.10- EYFS 2012)

To provide an effective service there needs to be lines of accountability. Management Committees are responsible under Charitable Law to ensure the service provided is correctly managed and supported and that staff and volunteers are adequately supervised.

The Management Committee considers Supervision to be an investment in their staff and will offer all staff Supervision at regular intervals.

What is Supervision?

It is a regular face-to-face, uninterrupted meeting between a named supervisor and supervisee. Supervision supports, directs and monitors the member of staff, thus enabling and empowering both personal and professional development.

All members of staff, including volunteers, will be offered supervision. It will be offered once every half term on a pre-arranged date and time, and will be carried out during working hours unless prior arrangements are made.

Ad hoc supervision is the dialogue that takes place between a supervisor and supervisee as the need arises. This is available to all staff but is not a substitute for formal one to one supervision. The value of ad hoc supervision is that it is an important way of supporting staff, improving performance, keeping pace with change and ensuring that organisational requirements are met.

All information is to be recorded and stored in line with the General Data Protection Regulations (GDPR) (2018). Please see our Privacy Notice.

Aims of Supervision

Supervision provides opportunities for staff to:

- Discuss any issues concerning children's development or well-being.
- Identify solutions to address issues as they arise.
- Receive coaching to improve their personal effectiveness.
- Receive feedback on their performance.
- Clarify roles and responsibilities.
- Discuss career progression.
- Have a documented record of their individual progress.

The benefits of supervision for the setting are:

- Improve communication with staff.
- Problems identified at the earliest opportunity.
- Faster more effective solutions to any problems and concerns.
- Written records of the supervision meetings.

Format of Supervision Meetings

Supervision meetings will take place every half term and will be conducted one-to-one in a confidential environment lasting approximately 30 minutes. The standard agenda items for Supervision Meeting will be:

- Work activity- Roles, responsibilities, current and planned activities.
- Progress and performance – Feedback on the implementation of the role, identification of training needs, career progression.
- Issues and concerns – Specifically in relation to the safeguarding duty and discussing concerns about the behaviour of adults, both colleagues and parents (**please see our Safeguarding Policy**). This section can include issues in relation to poor time keeping, attitude to work, relationships with others.
- Support – Discussing support the member of staff may need following any issues raised or personal issues.
- Resources needed to fulfil any current work activity.

Supervision meetings will be recorded on a standard Supervision Meeting Record and a signed copy will be given to the member of staff and the original will be kept in their employee's personal file. This will be either hand written at the time of the meeting or typed after the meeting.

Supervision records will then be used in future meetings to show progress and any concerns raised by the supervisor/supervisee. Supervisees will be given the opportunity to during each meeting, to share their views on the supervision process, or if they so wish, to speak to the Chairperson of the Committee.

Supervision meetings will be a two-way-process, where both the member of staff and their supervisor have the opportunity to raise items for discussion. The meetings are a constructive and supportive tool to allow the member of staff and the supervisor time to reflect on current work activity and identify any issues and concerns at the earliest opportunity.

Accountability

Any issues discussed during supervision are confidential. However, if the supervisor feels they need to discuss information with the Management committee, consent will be sought. This system of reporting is thought to be beneficial to all.

<p>This procedure was adopted at a meeting of Trustees on.....</p> <p>and was checked and re-affirmed on</p> <p>Signed on behalf of The Little Pennies Pre-School</p> <p>..... (Chairperson)</p>
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