

Policy:	Supervision Policy
Applies to:	Nursery staff
Reviewed:	January 2023
Next Review:	January 2024

Statement

We must put appropriate arrangements in place for the supervision of staff who have contact with children and families in line with the Statutory framework of the Early years foundation stage (EYFS)

Aim

We must ensure that all members of staff have appropriate supervision and a clear understanding of their roles and responsibilities.

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 and practice
- Receive feedback on their performance
- Clarify roles and responsibilities
- Discuss career progression
- Have a documented record of their individual process

The benefits of supervision for the setting are to

- Improve communication with and between the staff
- Problems identified at the earliest opportunity
- Faster more effective solutions to any problems and concerns
- Written records of the supervision meetings and the actions taken to improve the outcomes for children.

Methods

Management will be responsible for all Staff supervision.

Supervision should help to ensure that practice is soundly based and consistent with the Local Safeguarding Children board (LSCB) and our nursery procedures.

The aim of supervision is to enable the supervisee to raise any concerns in confidence; Sessions are also to support the supervisee and to encourage reflective practice and development.

Supervision is also for discussion on personal development plans and communicating to the Manager about CPD (Continual Professional Development) requirements mentioning any training you or the manager may think you would benefit from.

Supervision sessions

Supervision practice should include:

- Scrutinising and evaluating the work carried out by members of the nursery staff, roles and responsibilities and practice.
- Assessing their strengths and weaknesses; feedback on the implementation of the role, identification of training needs.
- Reviewing achievement and monitoring progress of key children.
- Provision of coaching, development resources and personal support relating to the key children or personal practice.
- Issues and concerns-specifically in relation to the safeguarding duty and discussing concerns about the behaviour of adults both colleagues and parents. This section can include issues in relation to attitude to work, relationships with others, communication skills, personal issues etc.
- Issues recorded by the supervisee about any particular child.
- Nursery policies and procedures
- LSCB and Ofsted requirements

Sessions

- These sessions will be conducted at regular intervals (termly)
- Be planned in advance, you will be given the form to complete with at least a weeks notice to fill it in ready for your meeting.
- Will be conducted in a 1:1 meeting in a confidential undisturbed environment for up to 1 hour.
- Meetings minutes will be recorded on our supervision forms with a copy kept in each staff member's personal file with names of staff, parents and children coded by initials.

Staff should expect

- To be given clear objectives and standards, appropriate deadlines and help in achieving the objectives
- To be able to question how things are done and what is expected of them.
- To be given opportunity and time to discuss any concerns
- To be given appropriate support and receive coaching where necessary.
- To be told in a constructive manner of any strengths, weaknesses and to have a strategy for improvements discussed and agreed.
- To be praised if something has been done well
- To receive a copy of the completed supervision meeting forms

Supervisor should expect

- To have their management responsibilities understood and respected by the staff they supervise
- That once targets and or objectives are set the member of staff will endeavour to meet them in an agreed manner and time frame.
- That staff will demonstrate willingness to strive for continuous improvements for themselves, their key children/families and the setting.
- That staff will be open, honest and non-defensive when their work is being discussed.

Staff supervision Agreement

I have read the Staff Supervision Policy and I understand the need for the completion of staff supervision meetings termly.

I am happy to meet with my Manager and discuss all of the above in a professional 1-1 environment.

I will complete any tasks given to me to the best of my ability and make improvements when discussed and agreed to ensure I am working to provide the best overall care of the children.

Sign:

Print name:

Date: