

General Welfare Requirement: Safeguarding and Welfare Requirements

Providers must put into place appropriate arrangements for the supervision of staff.

Suitable People

Supervision Policy

Policy statement

Supervision and appraisal are the most important ways of ensuring staff deliver a high standard of service to children and families, carry out their duties according to policy and procedures and meet targets set. Supporting staff through supervision improves working practices and contributes to better service delivery and outcomes for children and families.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key Person	3.4 The wider context	

The Statutory Framework for the Early Years Foundation Stage (2012) states that ‘*effective supervision provides support, coaching and training for the practitioner and promotes the interests of children.*’ It also states that ‘*supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.*’

Supervision must ensure the effective management of practice, develop and support staff and promote their engagement within the organisation.

The quality of supervision has a direct bearing on the quality of service delivery.

All staff bear responsibility for the quality of their own work and should prepare for and make a positive contribution to the supervisory process.

Supervisory Procedures

Supervisions will take place in a private area, for example the Nursery Office. Follow up meetings will continue regularly after the original supervisory meeting has commenced, and the timings of follow up meetings will be discussed and agreed between the Supervisor and Supervisee during their initial meeting. A Supervision Agreement will also be signed by the Supervisor and Supervisee during the initial meeting.

The Nursery Manager will be responsible for the supervision of all staff, however, may appoint other staff members in the role as Supervisor, for example, a Head Teacher may conduct Supervision Meetings for the Assistant Teachers and Classroom Assistants.

Both supervisors and supervisees have a responsibility to contribute positively to this process. Supervisors should ensure adherence to the standards outlined in this policy. Supervision provides opportunities for staff to:

- *discuss any issues, including concerns about key children's development*
- *identify solutions*
- *ensure that support is in place if required for the colleague.*

Confidentiality

Supervision sessions are, in general, private exchanges between supervisor and supervisee. However, the supervision record is an organisational document, which may be seen by others. Records of supervision discussions will only be made available to those who have a legitimate right to see them; for example audit purposes, where there are grievances or disciplinary proceedings or disclosures against staff members, without the consent of the parties involved.

Record Keeping

Supervision should always be recorded in a timely manner and in such a way that the content and decisions can be readily audited and understood.

Written notes should be maintained by the supervisor, with a copy for the staff member. Where other staff are providing aspects of supervision / mentoring this should also be recorded. Records of discussions will be kept secure.

All notes should be signed as agreed records at the end of the session. Whenever possible continuity of Supervisor will be maintained to provide the opportunity of building relationships and promote a sensitive, honest and supportive two - way communication.

Cancellations

In the event that a scheduled Supervision Session has to be cancelled by either party, it must be re-scheduled straight away. The new session should be re-scheduled within 5 days of the original meeting.

This policy was adopted at a meeting of Little Wonders Nursery School

Held on: 1st September 2016

Date to be Reviewed: 1st September 2017

Signed on behalf of the Management Committee:

Name of Signatory: Tamara Tucker

Role of Signatory: Nursery Manager