

## North Leigh Pre-school

### 10. Staff Supervision Policy

Introduction In accordance with the revised Statutory Framework for the Early Years Foundation Stage 2012 staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare Requirements, Clauses 3.19 and 3.20 as follows:

3.19 Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

3.20 Supervision should provide opportunities for staff to:

Discuss any issues – particularly concerning children’s development or well-being.

- Identify solutions to address issues as they arise; and
- Receive coaching to improve their personal effectiveness

Statutory Framework for the Early Years Foundation Stage 2012

Purpose of supervision meetings Supervision is a means to ensure staff members are clear about what their job is, what the preschool wants them to do to raise safeguarding concerns about particular children and to be supported to do that job well. The meeting gives parties the opportunity to evaluate and review workloads and performance so that learning and development can take place and to identify performance shortfalls, encourage and motivate staff and initiate training, support and /or coaching. Supervision does not replace the annual staff appraisals.

Responsibility The manager is responsible for ensuring that regular supervision meetings are conducted with every member of staff. The member of staff is responsible for ensuring that they meet the required standard for the job.

Process and Frequency Supervision is an essential part of the effective working relationship between a member of staff and a manager. The meetings are a two-way discussion between a member of staff and their manager and to be effective each person must take an equal responsibility for

ensuring effective communication and cooperation and recognition of the value of supervision meetings for both parties. All staff must be provided with a regular supervision (1-1) meeting with their manager at least once every six weeks which is booked in advance at an agreed time. There must be a written record of the meeting using the attached Supervision Record Form.

What to cover at supervision meeting The content of the supervision meeting will be to:

- discuss and agree targets/tasks and objectives which need to be carried out
- record progress on these targets/tasks
- set timescales and deadlines for carrying out the tasks
- identify any performance concerns and improvements required
- discuss any issues of concern about particular children
- identify appropriate support and guidance with regard to all aspects of work including support in dealing with particular children and their individual needs
- identify any training and development needs.

Supervision Standards Staff should expect:

- to be given clear objectives and standards, appropriate deadlines and help in achieving their objectives.
- to be able to question how things are done and what is expected.
- to be given the opportunity and time to express any concerns.
- to be given appropriate support and receive coaching where necessary.
- to be told in a constructive way if their work is poor, incompetent or unacceptable and to have a strategy for improvements discussed and agreed.
- to be told when a piece of work has been done well.

Line manager should expect:

- to have their management responsibilities understood and respected by the staff they manage.
- that once targets and/or objectives are set the member of staff will produce work to an agreed standard.
- that staff will demonstrate a willingness to strive for continuous improvements.
- that staff will be open, honest and non-defensive when their work is being discussed.
- to be able to withdraw the member of staff from a particular piece of work, or to terminate that piece of work if there are reasons for doing so and this will be communicate to the member of staff.

Recording supervision meetings.

The supervision meeting will be recorded on the attached Supervision Record Form and should be completed by the manager within 5 working days. Both parties will sign the record and agree the date for the next supervision meeting. A copy of the supervision record will be given to the member of staff.

To ensure that the confidentiality and identity of individual children is maintained within the supervision record no names of the children discussed will be used only initials.

This Policy was adopted by the committee on 1<sup>st</sup> August, 2019

Signed by chairperson – Mrs. Evelyn Cookson \_\_\_\_\_