



11.10 STAFF SUPERVISION POLICY

Purpose of supervision meetings

Supervision is a means to ensure staff are clear about what their job is, what the pre-school 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 Early years staff. The Management Committee is responsible for the Manager and Administrator. 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 co- operation 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. This will last for 45 minutes minimum and will take place at Pre-School. 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 be 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.

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 Supervision Record Form and should be completed during the Supervision meeting. 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.

- All students and volunteers will be given guidance and evaluation meetings with the Supervisor as part of the normal course or as specified by the training provider including filling in performance checks and paperwork.

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| This policy was adopted by | Faringdon Pre-School | <i>(name of provider)</i> |
| On | 25 th May 2018 | <i>(date)</i> |
| Date to be reviewed | 25 th May 2019 | <i>(date)</i> |
| Signed on behalf of the provider | <i>Laura Murray</i> | |
| Name of signatory | Laura Murray | |
| Role of signatory (e.g. chairman, director or owner) | Chairperson | |