



## **15 Staff Supervision Policy**

### **Introduction**

In accordance with the revised Statutory Framework for the Early Years Foundation Stage 2021 staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare Requirements Clauses 3.21 and 3.22 as follows:

**3.21** 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.

**3.22** 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 2014*

### **Purpose of supervision meetings**

Manager is a means to ensure staff are clear about what their job role 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 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 – This can be an informal meeting before

or after a session or a more formal meeting which is booked in advance at an agreed time. There must be a written record of the meeting using a Staff Supervision Record.

### **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.

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| This policy was adopted at a meeting of Yateley Community Pre-School |                                 |
| Held on (date):  | 24 <sup>th</sup> September 2018 |
| Review date  | Yearly                          |
| Signed on behalf of the Management Committee/Proprietor:             | Current Chair                   |
| Role of signatory (e.g. chairperson etc.):                           | Chair                           |