Version: 2

Supervision Policy

Introduction

The Early Years Foundation Stage (EYFS) requires that Early Years practitioners are engaged in a cycle of supervision. At Reepham Pre-School supervision is a formal and recorded process through which the professional actions of staff are examined and regularly reviewed. It provides a recorded system of decision making that is audited to improve practice and to improve the service that is provided to children and their parents/carers.

Our supervision acts as a means for ensuring that members of staff have access to support, training and procedures they require for individual professional growth and development. Supervision enables managers and staff to examine and reflect on the quality of their practice and to facilitate discussion.

Aims

* To inform staff, Management Committee members and parents/carers of the purpose of our staff supervision process.
* To describe the procedures used in our supervision process.

Links to EYFS

“Supervision is a framework to provide direction and guidance to individual staff members on a regular basis.”

“Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children.”

“A supervision framework fosters a culture of mutual support, teamwork and continuous improvement that encourages confidential discussion of sensitive issues.”

(EYFS 2017)

Procedures

**Supervision should provide opportunities for practitioners to:**

* discuss any issues – particularly concerning children’s development or wellbeing
* identify solution to address issues as they arise
* receive coaching to improve their personal effectiveness
* receive feedback on their work/performance

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* clarify roles and responsibilities
* discuss career progression
* have a documented record of their individual progress
* set agreed targets for the year to allow continued professional development.

**The benefits of supervision for our setting should be:**

* improved communication with staff
* problems identified at the earliest opportunity
* faster, more effective solutions to any problems and concerns
* improved time management due to reduced “ad hoc” discussion meetings
* written records of discussions/meetings

**Format of Supervision Meetings:**

* At Reepham Pre-School practitioners who work directly with children and their families are supervised by their line manager or experienced member of the Management Committee.
* Supervision meetings will take place once a term (approximately every twelve weeks) and will be conducted in a confidential environment lasting approximately one hour.
* The standard agenda items for a supervision meeting will be:

1. Work Activity

(Roles, responsibilities, current and planned activity)

1. Progress and Performance  
   (Feedback on the implementation of the role, identification of training needs/requirements, career progression)
2. Issues and Concerns  
   (Specifically in relation to the safeguarding duty, discussing concerns about the behaviour of adults, both colleagues and parents. This section can include issues in relation to the employee’s poor timekeeping, attitude to work, relationships with others etc.)
3. Support  
   (Discussing what support the practitioner might need following anything identified above, personal issues, resources to fulfil any current work activity etc.)

* Supervision meetings will be recorded on a Standard Supervision Meeting Record and a signed copy kept by the practitioner and the practitioner’s supervisor with the original retained on the employee’s personnel file. This file is to be stored securely at all times.
* The Supervision Meeting Record will either be hand-written at the time of the meeting or typed up after the meeting.

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* Supervision meetings will be a two-way process, where both the practitioner and the practitioner’s supervisor have the opportunity to raise items for discussion. They are a constructive and supportive tool to allow practitioners and the practitioner’s supervisor time to reflect on current work activity and identify any issues or concerns at the earliest opportunity.
* Where concerns are raised, the manager and staff member must seek to identify solutions and identify further actions that need to be taken – these are to be recorded and may include support from external agencies.
* All aspects of supervision must ultimately focus on promoting the interests of children.
* During supervision meetings members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues.

Relevant Other Policies

Staff Induction

Confidentiality

This policy has been adopted by Reepham Pre-School.

Signed on behalf of the setting by:

................................................................................................Committee

............................................................................................... Manager

Date:................................................................

Review Date: ……………………………………

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