

ST ALBAN'S PRE SCHOOL

SUPERVISION POLICY

This policy describes how supervision will be provided for all those staff employed at St Alban's Pre School.

Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.

It is a formal and recorded process through which the professional actions of staff are regularly reviewed. It provides a recorded system of decision making to improve practice and to improve outcomes for those with whom we are working.

Supervision enables the Head of Pre School to fully examine and reflect on the quality of practice to ensure consistency in the care provided.

The Role of Supervision

To ensure that policy, procedure and standards are understood and being correctly applied. Regular supervision is the primary tool for ensuring the delivery of sound care and effective safeguarding by staff.

Reflective supervision is another important aspect of the supervision process. Such supervision reflects on all aspects of work; is regular; collaborative; it promotes empathy, self-evaluation, intellectual enquiry; it considers the worker's feelings and builds on professional competence.

The Supervision Process

Supervision should aim to support staff, encourage their professional development and help them perform to the best of their ability. Staff should fully understand the requirements of their role and can determine how to improve their practice. Supervision must also always address any capability, disciplinary and grievance issues, with a view to resolving these at the earliest possible stage.

Supervisors must also have regard to their overall duty to support the welfare of their staff and to promote anti-discriminatory practice.

A record of supervision discussions should be kept in each member of staff's confidential file.

Supervision meeting should take place once every half term.

The Head of Pre School should also make themselves available to offer advice and guidance outside the formal supervision sessions. However, ad hoc supervision should not replace formal planned sessions.

Supervision meetings should take place in a comfortable, private place, without interruptions. The length of time needed will depend on the agenda and should be defined in advance

A record of the supervision notes will be signed by both employee and Head of Pre School and held on the individuals file.

Supervision records must be stored securely in a locked file to ensure that they remain confidential.

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| This policy was adopted by | St Albans Pre School | <i>(name of provider)</i> |
| On | <hr/> 13 Sept 2021 | <i>(date)</i> |
| Date to be reviewed | <hr/> 13 Sept 2022 | <i>(date)</i> |
| Signed on behalf of the provider | <hr/> <i>Elaine Mercer</i> | |
| Name of signatory | <hr/> Elaine Mercer | |
| Role of signatory (e.g. chair, director or owner) | <hr/> Head of Pre School | |