**CAPEL PRE-SCHOOL** Reg Charity No: 271366

Capel Village Hall, Falmouth Place, Five Oak Green, Tonbridge, Kent TN12 6RD

Tel 01892 833363 Mob 07936 151326

email: [admin@capelpreschoolfiveoakgreen.com](mailto:admin@capelpreschoolfiveoakgreen.com) website: [www.capelpreschoolfiveoakgreen.com](http://www.capelpreschoolfiveoakgreen.com)

**SUPERVISION POLICY**

At Capel Pre-School supervisions are regular meetings between the staff and either the Supervisor, Deputy Supervisor or the Administrator. These meetings are confidential and points raised at these meetings are only shared with other relevant authorities in cases where childrens’ safety is involved for example.

The purpose of these meetings is to create a formal time when staff can share any concerns or information regarding Pre-School, for example safeguarding children. It also provides an opportunity for looking at staff key children’s folders to ensure that they are all up to date.

The Pre-School Supervisor, Deputy Supervisor or Administrator hold regular meetings with all the staff. These meetings are held regularly but staff are also aware that at any time they may ask to speak either to the Supervisor, Deputy Supervisor or Administrator about any concerns or worries. Any concerns which need immediate attention should be raised as soon as possible with the relevant person.

The meetings take place at Pre-School after a session has finished and are scheduled as follows:

* every 6 weeks for staff
* every week with volunteers and apprentices
* every week for staff in training or newly qualified staff

Meetings usually last between 30 and 60 minutes. Written records of these conversations are made and, after being signed as a true record, are kept in the relevant Staff Folders. If there are any issues which it is agreed need further consideration then other staff or Committee members are involved as required. The date and time of the next Supervision is agreed at the end of each meeting.

The aim of the supervision meeting is to allow both sides time to raise, discuss and challenge concerns, issues or difficulties. They are a time when a member of staff can raise issues regarding any aspect of their job or of the Pre-School.