

Collaton St Mary Pre-school

The Parish Rooms, Blagdon Road, Collaton St Mary, Paignton TQ3 3YA

Supervision Policy

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 interest of children. Our supervision framework fosters a culture of mutual support, teamwork and continuous improvement that encourages confidential discussion of sensitive issues. (3.10 – EYFS 2012).

Supervision provides opportunities for staff to:

- Discuss any issues concerning children's development or well-being.
- Identify solutions to address issues as they arise.
- Receive coaching to improve their personal effectiveness.
- Receive feedback on their performance.
- Clarify roles and responsibilities.
- Discuss career progression.
- Have a documented record of their individual progress.

The benefits of supervision for the setting are:

- Improve communication with staff.
- Problems identified at the earliest opportunity.
- Faster more effective solutions to any problems and concerns.
- Written record of the supervision meetings.

Format of supervision meetings.

Supervision meetings will take place every half -term and will be conducted in a confidential environment. As we work in key teams, if there is more than one key worker per team the supervision will be done in two parts, all child related issues will be discussed with both members of the key team and then a separate time we will be given individually for personal discussion. Each meeting will last for approximately 30 minutes.

The standard agenda items for a supervision meeting will be:

- Work activity – Roles, responsibility, current and planned activities.
- Progress and performance – Feedback on the implementation of the role identification of training needs and career progression.
- Issues and concerns – Specifically in relation to the safeguarding duty and discussing
- concerns about the behaviour of adults both colleagues and parents. This section
- can include issues in relation to poor time keeping, attitude to work and relationships with others.
- Support – Discussing support the member of staff may need following any issues raised or personal issues. Resources needed to fulfil any current work activity.

Supervision meetings will be recorded on a standard Supervision Meeting Record and a signed copy will be given to the member of staff and the original will be kept in their personal staff file. This will be typed after the meeting.

Supervision meetings will be a two way process, where both the member of staff and their supervisor/manager have the opportunity to raise items for discussion. The meetings are a constructive and supportive tool to allow the member of staff and the supervisor/manager time to reflect on current work activity and identify any issues and concerns at the earliest opportunity.

This policy was adopted at a meeting of the Collaton St Mary Pre-school Trustees.

Date Signed

Position

Review date