



# Spinney Pre-School Staff Supervision Policy

## Introduction

In accordance with the revised Statutory Framework for the Early Years Foundation Stage 2012 staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare Requirements Clauses 3.19 and 3.20 as follows:

*3.19 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.*

*3.20 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 2012*

## Purpose of supervision meetings

Supervision is a means to ensure staff are clear about what their job 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.

## Responsibility

The Supervisor 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 the member of staff and the Supervisor. The Supervisor will have their 1-1 with the Chairperson or the Deputy Supervisor. The meetings are a two way discussion between the member of staff and the Supervisor and to be effective each person must take an equal responsibility for ensuring effective communication and co-operation and recognition of the value of supervision meetings for both parties. All staff must be provided with a regular supervision (1-1) meeting with the Supervisor at least once every term which is booked in advance at an agreed time. There must be a written record of the meeting using the attached Supervision Record Form.

## 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.
- Staff are reminded to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children that have occurred during their employment. New information is referred immediately to the designated officer.

## **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 express any concerns.
- To be given appropriate support, and receive coaching where necessary.
- To be told in a constructive way if their work is poor, incompetent or unacceptable and to have a strategy for improvements discussed and agreed.
- To be told when a piece of work has been done well.

The Supervisor should expect:

- To have their management responsibilities understood and respected by the staff they manage.
- That once targets and/or objectives are set the member of staff will produce work to an agreed standard.
- That staff will demonstrate a willingness to strive for continuous improvements.
- That staff will be open, honest and non-defensive when their work is being discussed.
- To be able to withdraw the member of staff from a particular piece of work, or to terminate that piece of work if there are reasons for doing so and this will be communicated to the member of staff.

## **Recording supervision meetings**

The Supervision meeting will be recorded on the attached Supervision Record Forms. Both parties will sign the record and agree the date for the next supervision meeting. A copy of the Supervision record will be given to the member of staff and placed in the member of Staffs individual folder in the filing cabinet.

To ensure that the confidentiality and identity of individual children is maintained within the supervision record no names of the children discussed will be used only initials.

## **Checking continuing suitability**

- Supervisors check with staff if there is any new information pertaining to their suitability to work with children. This only needs to be recorded on the supervision meeting record.
- Where the staff are on zero hours contracts or are employed as and when needed, the Supervisor completes the staff suitability self-declaration form quarterly, and/or at the beginning of every new period of work.
- Regarding the use of agency staff/support workers/self-employed persons there is an expectation that as part of the agreement with agencies they have sought information regarding their employee's suitability to work with children. Line managers must review this regularly.
- The position for students on placement is the same as that for agency staff.

## **Exceptional Circumstances**

Where exceptional circumstances prevent staff from conducting supervision as outlined in this procedure, the line manager is informed in writing, a copy placed on the supervision file and the appropriate actions agreed to ensure that the setting meets its obligations within the EYFS.

## **Further Guidance**

Recruiting Early Years Staff (Pre-School Learning Alliance 2016)  
People Management in the Early Years (Pre-School Learning Alliance 2016)

**This Policy was adopted at a meeting of the Pre-School held on (date) \_\_\_\_\_**

**Signed on behalf of the Pre-School \_\_\_\_\_**