

## 28. Staff Supervision

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V1.0	Jun 2016	First adopted	C Timbrell	Dropbox.com Website	June 2017
V2.0	Sept 2017	Reviewed, updated & Version controlled	K Coupe, G Potter & E Roberts	Dropbox.com Website	2019/20
V3.0	2 Nov 2020	Reviewed and updated	J Dyer	Dropbox.com Website	Nov 2021
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### Statement of Intent

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 parents.

### Aim

The aim of this policy is to promote a consistent approach to staff supervision throughout North Nibley Pre-school, to ensure that individual management supervision of staff is geared to achieving the objectives of the setting, and in doing so to enhance the quality of staff performance to enrich the Pre-school's provision.

### Methods

- 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.
- Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:
  - discuss any issues – particularly concerning children's development and wellbeing.
  - identify solutions to address issues as they arise; and receive training to improve their personal effectiveness.
- All staff who work directly with children and families are supervised by their designated line manager.
- Supervision meetings are held on a half termly basis. Or at the Line Managers discretion if it is felt that supervisions need to be closer.
- Supervision meetings are conducted in line with existing procedures and are held in a confidential space suitable for the task.

- Supervision agreements are drawn up for all staff (see Appendix 1).
- A copy of the supervision record form (Appendix 2) is retained by the supervisor and the supervisee.
- Each member of staff has a supervision file which holds a copy of the supervision agreement and their supervision forms. This is always stored securely.
- All aspects of supervision must ultimately focus on promoting the effectiveness of staff wellbeing and their practices of peer-to-peer observations.
- During supervision meetings members of staff can discuss any concerns they have about inappropriate behaviour displayed by colleagues.
- During supervision meetings staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings relating to themselves (or anyone in their household) which may affect their suitability to work with children that have occurred during their employment with North Nibley Pre-school. Any new information is immediately referred to the committee chair.

### **Form for recording supervision meetings**

It is important that all supervision meetings are properly and promptly recorded so as to:

- maximise impact;
- support completion of agreed actions within agreed timescales; and avoid any confusion or disputes.

It is advisable that both parties sign the supervision record with the opportunity to record any points of disagreement.

### **Associated Policies & Procedures**

- No 4 : Safeguarding children and child protection
- No 18 : Employment and staffing

## Appendix 1: Supervision Agreement

We agree that supervision will be given and received in accordance with the North Nibley Preschool supervision policy which includes more detail of the process.

The supervision agreement is between .....

And ..... (Insert name of supervisee)

This policy outlines what each of us expects from the supervision process and what our responsibilities are.

- We will arrange supervisions on a half termly basis and neither of us will cancel these unless there is an urgent reason to do so.
- Supervisions will start promptly and will finish after an hour or when we have had time to discuss all issues.
- We will treat our conversations with respect for each other's views. Both of us should feel free to express personal views and opinions without prejudice.
- We will hold supervisions in a quiet area where other people cannot overhear us. We will keep the contents of the supervisions confidential, although some issues may need to be referred to the supervisor's Line Manager or other agencies if necessary (eg. Social Care).
- We will keep a written record of each supervision meeting which we shall both sign and each of us have a copy.
- We will both complete any actions agreed at supervision within the agreed timescale. At our next supervision, we will review the notes of the previous supervision to ensure that all actions have been carried out.

Signed: ..... Signed: .....

(supervisor)

(supervisee)

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

**Appendix 2:**

**North Nibley Pre-school  
Supervision Form**

<b>Name:</b>	<b>Date:</b>
<b>Work-life balance, annual leave, workload, absences etc.</b>	
<b>Health &amp; Safety</b> (any issues, concerns, good practice etc):	
<b>Revisit actions from last supervision meeting:</b>	
<b>Recent successes and progress:</b>	
<b>What has not gone well?</b> Are there any problems? Do you need help from your line manager?	
<b>EYFS</b> (meeting children's needs, planning, record keeping, key working, concerns with children etc.):	

<b>Appraisal target review:</b>	
<b>Continual Professional Development</b> (review of training accessed, impact for the childcare organisation, formal and informal):	
Other items for discussion:	
<b>Actions:</b>	
<b>Date of next supervision meeting:</b>	
<b>Signed by supervisee:</b>	
<b>Date:</b>	
<b>Signed by supervisor:</b>	
<b>Date:</b>	

“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.

Supervision should provide opportunities for staff to:

- discuss any issues – particularly concerning children’s development or well-being, including child protection concerns.
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness.”

Extract from Statutory Framework for Early Years Foundation Stage