



## **Staff Supervision Policy**

### **Rationale**

Giggleswick Pre-school recognises the importance of effective communication and support for staff in order to provide positive outcomes for all children in the setting.

EYFS – The statutory framework for EYFS April 2017, Section 3.

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
- Receive coaching to improve personal effectiveness

### **Responsibility**

The Nursery Manager is responsible for providing supervision of the staff within the department and for keeping records. Members of staff have a duty to participate and contribute actively in supervision and team meetings.

The Nursery Manager is also responsible for induction training for staff which will include:

- Help in understanding roles and responsibilities
- Information about emergency evacuation procedures
- Safeguarding and child protection (organised with the DSL in line with the school’s safeguarding policy and induction procedures)
- Health and Safety issues

### **Supervision of staff**

Although supervision is sometimes seen as a continuous process, it also refers specifically to meetings between the line manager and an individual member of the Pre-school team that which is planned and provided by an agenda. Outcomes, agreed action and any other important matters of discussion, are recorded.

### **Procedure**

The focus for supervision meetings may vary, depending on circumstances and the particular needs of the individual and wider setting development. However, it must always be seen as a two way process, allowing the free discussion of any aspect of work or development which either the Head of Department or the individual member of staff wishes to raise.

It will ensure:

- agreed set of clear and specific objectives for each member of staff, appropriate to role, and attainable
- encouragement and support in the achievement of agreed objectives

- opportunities where appropriate for joint feedback, and reflection on any aspect of work or working relationships, and to explore ideas, discuss issues and solve problems.
- build on lesson observations taken prior to the scheduled meeting and feedback given.

### **Frequency and duration of supervision meetings**

The pattern and frequency of supervision may vary depending on circumstances, and according to the needs of the families and the staff member supporting them. Supervision meetings will be planned in advance with dates given to staff to ensure that they have appropriate time to prepare.

### **Appraisals**

Supervision meetings along with staff meetings and appraisal form the basis of the cycle of performance and development. Appraisals of Pre-school staff are the responsibility of the Nursery Manager.

### **Record keeping**

Supervision meetings will be recorded on the 'supervision meeting record form'. Either party may make the record but the Nursery Manager will be responsible for ensuring it is made, signed by both parties and kept as a permanent and confidential record. It will be filed and stored securely and confidentially.

Access to records is restricted to the Nursery Manager and the staff member, but there may be occasions when the Nursery Manager may refer to records in consultation with the Head of Junior School.

**Reviewed by:** C B Shuttleworth, Nursery Manger

**Review period:** Annual

**Updated:** April 2019

**Next review date:** April 2020