



Supervision Policy

Policy statement

Cricklade Pre-school Playgroup is committed to ensuring that each staff member is given every opportunity to succeed in their work, to the best of their ability.

Supervision is a two way process which supports staff to work professionally, develops opportunity for learning, addresses business requirements as well as supporting staff to feel valued and supported in our working environment. Supervision will bring information that has been gathered as part of everyday working practice which will include mentoring and coaching.

Procedures

- Supervision will be recorded at the time of discussion and all actions required will be agreed and implemented within a jointly agreed time frame.
- Supervisions should take place **four** times a year at an appropriate time and date agreed between the supervisor and staff member.
- All discussions are expected to remain confidential and will include performance, personal, learning and development opportunities and current issues.
- It is expected that each person recognises that supervision is important and is part of the nature of employment. Supervision is a jointly shared and agreed process.
- Supervision is to look at performance, development and support for an individual. This will lead to developing knowledge, skills and experience and encourage the best way of supporting those we provide a service for.
- **During supervision staff can discuss any concerns they have about inappropriate behaviour displayed by colleagues but must never delay until a scheduled supervision to raise concerns.**
- **Staff are reminded of the need 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.**
- **Key persons should prepare for supervision by having the relevant information to hand.**

Content:

The child focused element of supervision meetings must include discussion about;

- the development and well-being of the supervisee's key children and offer staff opportunity to raise concerns in relation to any child attending. Safeguarding concerns must always be reported to the designated safeguarding lead immediately and not delayed until a scheduled supervision meeting
- reflection on the journey a child is making and potential well-being or safeguarding concerns for the children they have key responsibility for
- promoting the interests of children.
- coaching to improve professional effectiveness based on a review of observed practice/teaching
- reviewing plans and agreements from previous supervisions including any identified learning needs for the member of staff

Recording

All supervision discussions are recorded and retained by the supervisor and a copy provided to the member of staff, if required.

The staff member and manager must sign and date the minutes of supervision within 4-6 weeks of it happening and disagreements over recorded content must be minuted.

Each member of staff has a supervision file that is always stored securely.

Concerns raised during supervision about an individual child's welfare may result in safeguarding concerns not previously recognised as such, these are recorded a Safeguarding incident reporting form and placed on the child's file. The reasons why the concerns have not previously been considered are explored.

Additional safeguarding or welfare decisions made in relation to a child during supervision are recorded on the individual case file. The manager (if not the designated safeguarding lead) should ensure the recording is made and the designated safeguarding lead is notified.

Checking continuing suitability

- The Preschool's manager will 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 staff are on zero hours contracts or are employed as and when needed, the manager will complete 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, this will be reviewed 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 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.