## Supervision policy

# Statement of intent

At South Milford Preschool we are committed to ensuring that every member of staff receives effective supervision on a regular basis.

# Aim

We aim to promote a consistent approach to staff supervision throughout the preschool, to ensure that individual management of staff supervision is geared to enhance the quality of staff performance. It is also the primary mechanism by which the personal impact on staff of their work is addressed.

Legislation

There is no specific legislation relating to supervision but a number of employment acts and regulations influence how they must be provided, including:

* Employment Relations Act 1991
* The Employment Act 2002
* All legislation pertaining to discrimination and equal opportunities
* The Working Time Regulations 1998
* Part-Time Workers (Prevention of less favourable treatment) Regulations 2000
* Health and safety at Work Regulations 1999.

Responsibilities

# The preschool managers are responsible for ensuring the implementation of the Supervision policy. Their role is to ensure each member of staff receives regular quality supervision, clearly stating and agreeing expected work standards and ensuring training and development opportunities are identified, facilitated and evaluated. They will also provide unplanned supervision to staff as may be required e.g. following an incident.

Members of staff have a duty to participate and contribute actively in supervision and team meetings. They must take responsibility for their own performance and learning, ensuring it is integrated into their everyday practice. It is expected that staff will reflect and learn from their work experience, training and development opportunities.

# Supervision Meetings

Every member of staff has the right to regular, planned supervision. Supervision meetings will be held 3 times a year, including the end of year review (appraisal) of performance and professional development. Supervision meetings will usually follow on after a staff observation. They will last up to an hour. Dates and times will be arranged in advance, normally at the prior meeting. The arrangement will be honoured unless changed by mutual agreement and a new arrangement made for the earliest possible time/ date. An agenda will be provided and outcomes, agreed action and any other important matters of discussion are recorded.

Content

The priority given to each supervision meeting will vary, depending on the nature of the staff members role and the particular needs of individual staff. It is always seen as a two way process, allowing the free discussion of any aspect of work or development which either the manager or the individual member of staff wishes to raise.

The supervision meetings will include:

* 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 reported to the designated person 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
* 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.
* an agreed set of clear and specific objectives for each member of staff, appropriate to role and attainable;
* explicit standards of performance and conduct, reflecting the core values and ethos of our pre-school;
* learning resources and opportunities, including guidance or coaching where necessary, for the achievement of agreed work, performance and development;
* encouragement and support in the achievement of objectives and learning;
* opportunities for joint feedback and reflection on any aspect of the work or working relationships and to explore ideas and solve problems;
* the joint review of progress, feedback and recognition of achievements; and any adjustment to agreed goals and targets that becomes necessary;
* CPD for staff development
* review and management of the contract of employment: induction, probation, term of contract and where appropriate contract renewal, annual leave, work/life balance, flexible working etc.
* any other topics either party wishes to discuss.

Appraisal

Supervision meetings will form part of the appraisal cycle of performance and development review. The main features are

* preparation and agreement of a performance and development plan for the year ahead;
* agreement about how performance and development plans will be evidenced, reviewed and supported during the year;
* an annual interview between the manager and the staff member to review performance and development and agree forward plans.
* Concerns raised during supervision about an individual child’s welfare may result in safeguarding concerns not previously recognised as such, these are recorded on 06.1b 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 supervisor (if not the designated person) should ensure the recording is made and the designated person is notified.

Records

Supervision meetings will follow an agreed agenda. The agenda will include health and safety, well-being, training attended, a review of work practice and agreed actions to be undertaken by the next supervision. The actions need to be clear, realistic and measurable, which both parties are in agreement with. A brief record will be kept noting the agreed actions and any other matter that either party wishes to record. The record will include any matters of disagreement that were not resolved in the course of the supervision meeting. Management is responsible for ensuring the records are kept, and signed by both parties. The records will be kept as a permanent and confidential record, filed and stored securely and confidentially. Access to records is restricted to the Managers and the relevant staff member, but there may be occasions when the records are referred to in matters of disciplinary or audit. Staff members will also be emailed a copy for their own records.

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 staff are on zero hours contracts or are employed as and when needed, their line manager 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
* It is recommended that all staff use the DBS update service. For those that do, DBS update checks are made annually by Management using NYCC as our umbrella body.

Monitoring and Review

Managers and staff are encouraged to assess the provision and effectiveness of supervision with reference to this policy as a regular part of each process.

M. Riches - July 2023