



EARLY YEARS- LITTLE FAWNS

POLICY AND PROCEDURE FOR STAFF SUPERVISION

Introduction

Supervision is primarily a tool to support the management of practice. Where successful, it should provide practitioners with a route through which to raise any professional queries, to discuss career progression, to clarify roles, responsibilities and work tasks, to support performance management and to build their confidence in supporting children's development. It should also be an opportunity for practitioners to raise any concerns that they might have about children in their care, and to receive support to help them deal with difficult or challenging situations at work.

Statutory Framework

In accordance with the revised Statutory Framework for the Early Years Foundation Stage 2014 staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare Requirements, clauses 3.21 and 3.22 as follows:

3.21. 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.

3.22. 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 Supervision meetings will be arranged at least termly. However, the frequency of supervision meetings will vary with the experience of individual members of staff, how long they have been in post, the complexity of their role and any particular support needs that have previously been identified.

Key responsibilities for individuals carrying out supervision

- Sessions should be organised in advance and arrangements will be changed only in exceptional circumstances.

- Meetings should be well-structured, allowing both the supervisor and the supervisee to contribute to the meeting.
- An appropriate place will be selected for the meeting that is free from interruptions.
- All the areas included within the supervision policy will be covered.
- The meeting will be recorded accurately and a copy will be provided for the supervisee.

Key messages for supervisees

For everyone to gain the maximum benefit from supervision, it is essential that supervisees:

- Prepare for each meeting by reviewing notes and thinking about the issues to discuss
- Are ready to share their thoughts and ideas in the meeting
- Talk openly about what has gone well and what has been challenging
- Are prepared to plan and undertake training and other development activities as agreed with their supervisor
- Read and agree the notes from the meeting and carry out any required actions.

Suitability to work with Children

Supervision meetings offer a regular opportunity for members of staff to declare any criminal offences since their last DBS or any reason or incapability to work with children. Disqualification from working with children includes living in a household with a person that is disqualified.

Significant information will be recorded as a declaration on the individual member of staff's supervision form.

Completing the written record of the supervisory meeting

Every supervisory meeting will result in an agreed written record of what has been discussed and what actions should be taken next. Notes will be taken by the supervisor and then written up at a later date, or a handwritten record of the meeting will be completed as the meeting progresses. The record will include points for action with clear timescales and identified responsibilities. The supervisor and supervisee should agree on the content as an accurate record of the meeting, by both individuals signing and retaining a copy of the notes for future reference.

Supervisions will take place at the end of the autumn, spring and summer term. At the beginning of each academic year appraisals will take place with a review mid-way through the year.

The Little Fawns lead teacher will complete the supervisions with the nursery managers, followed by the nursery managers completing them with the rest of the staff.

Policy adopted: April 2016