



The Hullbridge Pre-School Supervision Policy

Supervision provides a framework to provide direction and guidance to individual staff members on a regular basis. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Our supervision framework fosters a culture of mutual support, teamwork, and continuous improvement that encourages confidential discussion of sensitive issues. (3.10 - EYFS 2012)

Supervision provides opportunities for practitioners 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
- Receive feedback on their work performance
- Clarify roles and responsibilities
- Discuss career progression
- Have a documented record of their individual progress

The benefits of supervision for the setting are:

- Improved communication with staff
- Problems identified at the earliest opportunity
- Faster more effective solutions to any problems and concerns
- Improved time management due to reduced ‘ad hoc’ discussions/meetings
- Written records of discussions/meetings

Format of supervision meetings

Supervision meetings should take place every 3 months and should be conducted one-to-one in a confidential environment and should last approximately one hour.

The standard agenda items for a supervision meeting should be:

1. **Work activity** (roles, responsibilities, current and planned activity)
2. **Progress and performance** (feedback on the implementation of the role, identification of training needs/requirements, career progression)
3. **Issues and concerns** (specifically in relation to the safeguarding duty, discussing concerns about the behaviour of adults both colleagues and parents. This section can include issues in relation to the employees poor time keeping, attitude to work, relationships with others etc)
4. **Support** (discuss what support the practitioner might need for personal issues and resources needed to fulfil current work activity).

Supervision meetings should be recorded on a standard supervision meeting record and a signed copy kept by the practitioner, the practitioner’s supervisor and the original record is retained on the employee’s personnel file. This should either be hand-written at the time of the meeting or typed up after the meeting.

Supervision meetings should be a two-way process, where both the practitioner and the practitioner’s supervisor have the opportunity to raise items for discussion and are a constructive and supportive tool to allow practitioners and the practitioner’s supervisor time to reflect on current work activity and identify any issues or concerns at the earliest opportunity.

This policy has been adopted by The Hullbridge Pre-School

Signed on behalf of the setting by:

Chair/Vice Chair/Manager.....

Date:

Review Date: