



2.7 Supervision Policy

Policy Statement

St. Cuthbert's Pre-School Play Group recognises the need for regular and effective supervision of all staff that have contact with children and families. Supervision will provide 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. [EYFS 2012]

Purpose of Supervision

- Review staff member's workload
- Monitor progress and review the direction of their work
- Identify any gaps in training needs and skills in order to enhance professional development
- Celebrate work achievements
- A place to be challenged supportively and constructively
- Issues related to work are addressed
- Emotional well-being/work life balance; a place for personal development
- Mutually agreed and acceptable boundaries
- A place to offload

Supervisee can expect from supervision:

- A place where guidance is received
- To be challenged; a place to address actions and follow up
- That notes and records of the sessions are made and stored appropriately
- An assessment of training needs
- Support is offered
- That the supervisor has an understanding of the supervisee's work and workload
- Acknowledgement and praise is received



- Work is discussed and targets agreed
- Discuss any issues – particularly concerning children's development or well-being.
- Identify solutions to address issues as they arise
- Receive coaching to improve their personal effectiveness
- A place where personal things (not work related) can be discussed; but this is optional
- A place to offload

Procedure

- Supervision meetings usually last approximately one hour.
- Supervision should take place in a private and uninterrupted space.
- If meetings have to be cancelled for any reason they should be rescheduled as soon as possible.
- Notice and relevant paperwork will be given to the employee prior to supervision meetings.
- Both parties should bring relevant paperwork to the meeting.
- It is the supervisor's responsibility to record the meeting and provide a copy for the supervisee and file appropriately.
- Both parties should sign the agreed paperwork.
- A date for the next meeting should always be arranged before the end of the supervision.

Confidentiality

Confidentiality will be maintained in accordance with the confidentiality policy.

Working Guidelines for Good Practice

Creating the right environment:

- Ensure the room is private and the meeting is undisturbed.
- Ensure that supervision time is prioritised and not interrupted.
- Ensure that refreshments are available.



- No phones or mobiles phones around or on (unless in an agreed/notified personal emergency; these will be identified, expected, urgent, work-related calls)
- Make sure that sessions start and finish at agreed times
- Consider the time of day that sessions are held.

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| This policy was adopted by | St. Cuthbert's Pre-School Play Group |
| On | 31 st May 2018 |
| Date to be reviewed | 31 st May 2020 |
| Signed on behalf of the provider | |
| Name of signatory | Mrs Rachel Sidwell - Mrs Selina Edwards |
| Role of signatory (e.g. chair, director or owner) | Manager - Chair |