



## **High Legh Preschool Nursery - Supervisions Policy**

### **Objectives:**

It is a legal requirement (EYFS safeguarding and welfare requirements 2017) that all staff in direct contact with children receive regular supervision. High Legh Preschool Nursery believe that regular opportunities for supervision is essential for the moral support, continuous development and well-being of all staff. Supervision encourages the confidential discussion of sensitive issues and promotes the interests of children. Supervision will support and strengthen the safeguarding culture that we are committed to for our setting by ensuring staff understand what is expected of them and ensuring they have the skills, knowledge, behaviours, values and attitudes necessary to carry out their roles.

Supervisions will provide the opportunity to

- Discuss all aspects of the supervisee's roles and responsibilities in the setting
- Discuss how the supervisee's work reflects the philosophy and the expected standards of High Legh Preschool Nursery.
- Discuss the supervisee's personal and professional development needs.
  - Foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.
- Enable staff to be knowledgeable about the vulnerability of the children that they look after
  - Ensure whistle-blowing procedures are in place and staff know how to use them
- Identify solutions to address issues
- Agree and review action plans linked to job role and development needs.

### **Appraisals**

Appraisals will also take place on an annual basis. Appraisals have a different objective to supervisions and will:

- Review the individual's performance and identify what has gone well, and what hasn't gone so well over the last year
  - Set measurable objectives and/or targets in line with their team objectives and/or targets for the coming year
  - Could identify learning and development to help the individual carry out his/her job better, both now and in the future.

Supervisions will be delivered by The Nursery Manager and or a member of the Committee or the Management team.

### **Procedure**

To gain the maximum benefit from Supervision, staff members should prepare for each meeting by reviewing notes and thinking about the issues to discuss. Staff should be ready to talk openly about what has gone well and what has been challenging and be ready to undertake training and other development activities as agreed with the Nursery Manager. Any required actions should be carried out.

- The frequency of supervisions may vary with the experience of individual members of staff, how long they have been in post, the complexity of their role and any support needs that have been identified. There is an expectation that there will be at least 2-3 recorded supervisions in any 12-month period.
- Supervisions should be organised in advance and arrangements will be changed only in exceptional circumstances
- Supervision for staff should last 1 hour – 1 hour 15 minutes.
- Meetings should be well structured, allowing both the supervisor and the supervisee to contribute to the meeting
- Meeting will be held in a suitable place that is free from interruptions
- Supervision will include discussion about the person himself/herself. This may include their concerns, frustrations, emotional well-being concerning the work, but also private and personal issues (if desired to be discussed by staff member).
- There will also be a chance to discuss any concerns regarding the children's development or well-being, as well as coaching to improve their practice.
- The Manager will address and record areas of development and assess any training needs
- Points to action must be recorded and followed up within a reasonable timescale.
- Points not addressed will be recorded at subsequent supervision sessions.
- Repeated non-action of points will result in an additional meeting with the Manager or Chair.

### **Supervision records**

- Every supervisory meeting will be recorded accurately with a short summary of the discussions and the decisions or action points arising.
- A handwritten record of the meeting will be completed as the meeting progresses or the Manager will take notes which will then be typed up later.
- The record will include points for action with clear timescales and identified responsibilities. • The supervisor and the 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. • If there is a disagreement as to the content of the record this should be recorded by the supervisor.

## **Confidentiality**

- Supervision is a private but not confidential process. The Supervision records are the property of High Legh Preschool Nursery, not the individual.
- Access to supervision records will be controlled, records will be locked away so that others who do not have a legitimate right to see the records cannot access them.
- It is agreed that certain information will be shared with others (e.g. about training needs or matters which affect other people). If either person is unclear about the boundaries of confidentiality on a issue, this will be discussed at the time the issue arises.

## **Suitability to work with children**

- Checking staff suitability to work with and continue to work with children is an ongoing process that is embedded into our regular practice.
- Supervision meetings are 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. Staff will complete a suitability questionnaire at each supervision.
- Significant information will be recorded as a declaration on the individual member of staff's supervision.

Where the Manager becomes aware of relevant information which may lead to disqualification of an employee, the Pre-school will take appropriate action to ensure the safety of children.

In the event of disqualification of a person employed in early years provision, we will not continue to employ that person.