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## 3.19 Staff Supervision Policy

### Introduction

In accordance with the revised Statutory Framework for the Early Years Foundation Stage 2017, providers are required to provide supervision under Section 3.

The requirements are 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, including child protection concerns
- identify solutions to address issues as they arise
- receive coaching to improve their personal effectiveness

### Purpose of Supervision Meetings

Supervision meetings are a means to ensure all staff are clear about what their job is, what the Pre-School wants them to do, to raise Safeguarding concerns about particular children (although this is expected from staff as and when) and to be supported to do that job well.

The meeting gives both parties an opportunity to evaluate and review workloads and performance so that learning and development can take place and to identify performance shortfalls, encourage and motivate staff and initiate training, support or coaching. All information discussed at these meetings is treated as confidential.

Supervision does not replace annual staff appraisals

### Responsibility

The Manager/s are responsible for ensuring that regular supervision meetings are conducted with every member of staff. The member of staff is responsible for ensuring that they meet the required standard for the job.



### Process and Frequency

Supervision is an essential part of the effective working relationship between a member of staff and the managers. The meetings are a two way discussion between a member of staff and their manager and to be effective each person must take an equal responsibility for ensuring effective communication and co-operation and recognition of the value of supervision meetings for both parties.

All staff must be provided with a regular supervision meeting with the managers once a term, this is to be booked in advance at an agreed time. There must also be written record of this meeting using the Supervision Record Form

Supervision meetings as well as appraisals are always conducted in 'paid time'

Although these Supervision meetings are held as well as appraisals we also operate an 'Open Door' policy

### What is Covered at a Supervision Meeting

The content of the Supervision Meeting will be to:

- Discuss and agree targets/tasks/objectives which need to be carried out
- Record progress on these targets/tasks
- Set timescales and deadlines for carrying out tasks
- Identify any performance concerns and improvements required
- Discuss any issues of concern about particular children
- Identify appropriate support and guidance with regards to all aspects of work including support in dealing with particular children and their individual needs
- Identify any training and development needs

### Supervision Standards

Staff should expect:

To be given clear objectives and standards, appropriate deadlines and help in achieving their objectives

- To be able to question how things are done and what is it expected
- To be given the opportunity and time to be express any concerns
- To be given appropriate support, and receive coaching where necessary
- To be told in a constructive way if their work is poor, incompetent or unacceptable and to have a strategy for improvements discussed and agreed
- To be told when a piece of work (ie profile) has been done well



Manager should expect:

- To have their management responsibilities understood and respected by the staff they manage.
- That once targets/and or objectives are set the member of staff will produce work to an agreed standard
- That staff will demonstrate a willingness to strive for continuous improvements
- That staff will be open, honest and non-defensive when their work is being discussed
- To be able to withdraw the member of staff from a particular piece of work (ie profile or keychild) or to terminate that piece of work if there are reasons for doing so and this will be communicated to the member of staff

### Recording Supervision Meetings

The supervision meetings will be recorded on the attached Supervision Record Form and should be completed by the Manager within 5 working days. Both parties will then sign this form and agree a date for the next supervision meeting.

A copy of the Supervision Record will be given to the member of staff.

To ensure that the confidentiality and identity of individual children is maintained with the Supervision Record no names of children discussed will be used only initials

#### ▪ **Sign Off**

- This policy was adopted at a meeting

of

Broadhill Pre-School

Held on

Thursday 11th January 2018

Date to be reviewed

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By 10<sup>th</sup> January 2019

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