




4.8 Supervision & Appraisal Policy

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

Date of adoption	March 2018
Reviewed	March 2020
Signed (on behalf of the management committee)	
Name of signatory	Kate Hilton
Role of signatory	Chair
This policy will be reviewed	Every 2 years
Date of next review	March 2022

4.8 Supervision & Appraisal Policy

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills: Providers must ensure that all staff receives induction training to help them understand their roles and responsibilities.

Policy statement

Supervision is a formal and recorded process through which the professional actions of staff are examined and regularly reviewed. It provides a recorded system of decision-making that is audited to improve practice and the service that is provided to children and parents.

Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

- discuss any issues – particularly concerning children’s development and well-being
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness

Procedures

- At Little Thetford Acorns all staff are supervised by their designated line manager.
- Supervision meetings are held regularly and to meet the needs of each staff member.
- Supervision meetings are conducted in line with existing procedures and are held in a confidential space.
- Supervision agreements are drawn up for all staff.
- The supervisee will initially be given a blank agenda for their agenda items to be added. The supervisor will then add their items for the agenda, to be agreed 1 week before the supervision. The agenda will be set out in priority order including management, personal support, professional discussion, continuous professional development, and mediation and action points. Items not discussed within the agreed timescale will be carried over to the next supervision.

- Conversations should be treated with respect for other's views. Both should feel free to express personal views and opinions without prejudice
- Supervisions should be held in a quiet area where other people cannot overhear them. Contents of supervisions should remain confidential, although some issues may need to be referred to the management committee or other agencies if necessary (e.g. Social Care).
- Part of the supervision process may involve peer mentoring, observations and filming. This will enable a good understanding of the practices we follow and areas of development. Feedback will be shared
- Written records should be kept of each supervision meeting, which shall be signed by both parties
- Actions agreed at supervisions should be completed within agreed timescales. At the next supervision, notes shall be reviewed to ensure all actions have been carried out
- A copy of the supervision record form is retained by the supervisor and a copy provided to the supervisee.
- Each member of staff has a supervision file which holds a copy of the supervision agreement and their supervision record form. The supervision file is stored securely at all times.
- All supervision meetings must include discussions concerning the development and well-being of each of the supervisee's key children.
- Where concerns about a child are raised, the supervisor and supervisee must seek to identify solutions and further actions that need to be taken. These are recorded on the child's welfare file and may include support from external agencies.
- All aspects of supervision must ultimately focus on promoting the interests of children.
- During supervision meetings members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues.
- Any information obtained within supervisions, appraisals, meetings or discussions regarding the setting or any of its members are considered as confidential and must not be shared without prior agreement.

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)

See Appendix 1

Supervision Agreement proforma