



## 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 practitioners 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.

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 own 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.
- Improve time management due to reduced 'ad hoc' discussions/meetings.
- Written records of discussions/meetings.

Format of supervisions/meetings

Supervision meetings should take place every 6 months or when needed and should be conducted one to one in a confidential environment and should last approximately 30 minutes.

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 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 behaviour of adults both colleagues and parents, this section can include issues in relation to the employee's poor time keeping, attitude to work, relationships with others.).
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's supervisor and the original record is retained on the employee's personal 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 practitioner and the practitioner's supervisor have the opportunity to raise items for discussion and 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.

Signed on behalf of Bearhugs Nurseries Ltd by:

Manager/Owner .....

Date: 1<sup>st</sup> May 2020

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