



## LITTLE FIRS DAY NURSERY



### 70. Supervision Policy

**This policy and procedure links to the following:**

**Legal Framework: Equality Act 2010. Statutory Framework for the Early Years Foundation Stage 2021: 3.21, 3.22**

**Little Firs Day Nursery's Statements: Supporting Emotional Well-being and Safeguarding.**

**Little Firs Policy and Procedure: All Human Resources Policies and Procedures**

At Little Firs we implement a system of supervision for all our staff following their induction and probation period. Supervision is part of the nursery's overall performance management system and promotes a culture of mutual support, teamwork and continuous improvement. It encourages the confidential discussion of sensitive issues including the opportunity for staff and their managers 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
- Develop their own skills in order to progress in their role
- Discuss any concerns relating to changes in personal circumstances that might affect an individual's ability/suitability to work with children.

The frequency of supervision meetings is termly according to individual needs. A template agenda is used in all meetings to ensure consistency across the nursery. This clearly sets out who does what and the timeframe, i.e. what the line-manager is responsible for and what the practitioner needs to do.

There should always be something that a member of staff can discuss, e.g. a key-child's development, strengths or concerns. However, if there is a time where they are struggling to identify areas to discuss in supervision, they will be asked to identify three things since their last supervision, these are something they have enjoyed, what they feel they have done well and one thing they have least enjoyed or they feel requires further improvement. They will be asked to complete this prior to supervision (as set out in their responsibilities).

There may be times when supervision may be increased for members of the team as and when needed, i.e. if they have particular concerns about a child or if they are going through personal circumstances at home, for new starters, staff returning after long-term illness, on request from staff members or to support performance.

It is the responsibility of the manager to plan time to ensure that all staff have supervisions. At Little Firs supervision is carried out by the room leaders. If for any reason a supervision is cancelled a new date will be rearranged within 7 days.

All members of staff responsible for carrying out supervisions are trained and supported prior to carrying these out.

Supervision meetings also offer regular opportunities for members of staff to raise any changes in their personal circumstances that may affect their suitability to work with children. This should include any incidents resulting in a reprimand, caution or prosecution by the police, any court orders or changes to their health. These changes are recorded as a declaration on the individual member of staff's supervision form and appropriate action is taken, where applicable, in line with child protection and the disciplinary procedure.

Staff have a responsibility to ensure that they are available for supervision meetings and that the necessary paperwork is complete. Information shared in supervision sessions is confidential. The supervision process will be evaluated once a year through staff feedback and is used as part of the overall performance monitoring system at the nursery.

<b>Date of Review:</b>	<b>This Policy was adopted on:</b>	<b>Signed on behalf of the Nursery committee:</b>	<b>Date of Next Review:</b>
<b>July 2021.</b>	16 <sup>th</sup> July 2021	<i>P. Goodrick Electronically signed due to Covid19 Restrictions.</i>	<b>July 2022.</b>