



## **Supervision Policy**

Supervision provides a framework to support clear direction and guidance to individual practitioners on a regular basis. Effective supervision will facilitate support, coaching and training for practitioners and promote the best interests of all children at St Marks Pre-school. Our supervision framework aims to foster a culture of mutual support, teamwork and continuous improvement as well as supporting confidential discussion of sensitive issues.

Supervision will provide opportunities for practitioners to:

- Discuss workload, identify any issues and consider solutions to address these.
- Raise concerns about key children's development or wellbeing.
- Consider successes and things that have not gone so well.
- Receive feedback on work performance, monitor progress with individual and team targets, and clarify roles and responsibilities.
- Discuss career progression and/or training opportunities.
- Have a documented record of their individual progress.

The benefits of supervision for St Marks Pre-school are:

- Improved communication with staff.
- Problems are identified at the earliest opportunity, with faster, more effective solutions to any problems and concerns.
- Improved time management due to reduced 'ad hoc' discussions.
- Continuous professional development that supports quality provision in the pre-school.
- Written records of discussions/meetings.

### **Format of supervision meetings**

Supervision meetings will take place every 6–8 weeks, will be conducted one-to-one in a confidential environment and should last approximately one hour. The Pre-school Manager will organise and lead the supervision session, with the Committee Staff Rep completing supervision with the Pre-school Manager.

The standard agenda items for a supervision meeting will include:

1. Progress on action from last appraisal/supervision.
2. Work activity: roles, skills and attributes, workload, key children.
3. Progress and performance, as well as any training needs.
4. Working relationships, safeguarding and DBS status.
5. Support: considering physical and mental wellbeing and support a practitioner may need to fulfil their current workload.

Supervision meetings will be recorded on a standard supervision meeting record and a signed copy kept by the practitioner, as well as the original record being retained on the employee's personal file. This will either be handwritten at the time of the meeting or typed up as soon as possible after the meeting.

Supervision meetings will be a two-way process, where both the practitioner and the Pre-school Manager/Committee Staff Rep have the opportunity to raise items for discussion. The supervision meeting will be used to provide a constructive and supportive tool to allow practitioners and the

practitioner's Manager/Committee Staff Rep time to reflect on current work activity and identify any issues or concerns at the earliest opportunity.

This policy was adopted at a meeting of the pre-school held on ..... (date)

Signed on behalf of the pre-school .....

**Also see:**

Complaints  
Learning Development and Assessment  
Staff Conduct  
Staff Grievance and Disciplinary

Confidentiality  
Promoting Positive Behaviour  
Staff Deployment  
Staffing

E-safety  
Safeguarding