

**3.3 Staff Supervision**

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

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 facilitate discussion. Supervision meetings should provide opportunity for staff to:

* Discuss any issues- particularly concerning children’s development and well-being
* Identify solutions to address issues as they arise
* Receive coaching to improve their personal effectiveness.

At Bollington Preschool all practitioners who work directly with children and families are supervised by their designated line manager.

Supervision meetings are held every half term for each staff member.

A copy of the supervision record form is retrained by supervisor and stored, securely in the staff file. If supervisee wishes a copy will be provided.

All supervision meetings must include discussions concerning the development and well-being of each of the supervisee’s key children.

Where concerns are raised, the supervisor and supervisee must seek to identify the solutions and further action that need to be taken. These recorded on child’s file and may include support from external agencies.

All aspects of supervision must ultimately focus on promoting the interest of children.

During supervision meetings members of staff can discuss any concerns they have about inappropriate behaviour displayed by colleagues.

During supervision meetings staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands or warning relating to themselves ( or anyone in their household ) which may affect their suitability to work with children that have occurred during their employment with the setting. Any new information is recorded in the staff employment record and appropriate action taken if needed.

Supervision discussions will be recorded by the Early Years Manager

Both supervisor and supervisee will sign the supervision record with the opportunity to record any points of disagreement. This is held on the employees file and copy provided if requested.

Key decision and actions agreed will be recorded with a clear timescale and responsibilities.

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| This policy was adopted by | Bollington Preschool |  |
| On | November 2019 |  |
| Date to be reviewed | November 2020 |  |
| Signed on behalf of the provider |  | |
| Name of signatory | Elizabeth Ryan Shirley Sugden | |
| Role of signatory (e.g. chair, director or owner) | Early Years Manager Chairperson | |