



Sherwood Pre-School
Community. Learning. Progress.

SUPERVISION POLICY

*Following recommendations for supervision of staff as identified in the Tickell Review of the EYFS (Tickell, C. *The Early Years: Foundations for life, health and learning*), Sherwood Preschool believes that supervision provides all staff with a route through which to raise any professional queries, discuss career progression, clarify roles, responsibilities and work tasks, support their appraisal and build their confidence in supporting children's development. It is also an opportunity for staff to raise any concerns that they might have about children in their care, and to receive support to help them deal with difficult or challenging situations at work.*

Statutory Framework

In accordance with the revised Statutory Framework for the Early Years Foundation Stage 2012, staff supervision is a requirement for providers. 'Safeguarding and Welfare Requirements' (clauses 3.19 and 3.20) states:

3.19 Providers must put appropriate arrangements in place for the supervision of staff that have contact with children and families. Effective supervision provides support, coaching and training for the practitioner, and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

3.20 Supervision should provide opportunities for staff to:

- Discuss any issues – particularly concerning children's development or well-being
- Identify solutions to address issues as they arise
- Receive support to improve their personal effectiveness

(Statutory Framework for the Early Years Foundation Stage 2012)

Frequency

At Sherwood Pre-School, supervision meetings will be arranged at least termly. However, the frequency of supervision meetings may vary with the experience of individual members of staff, how long they have been in the post, the complexity of their role, and any particular support needs that have previously been identified.

Management Responsibilities

- Sessions should be organised in advance and arrangements will be changed only in exceptional circumstances.
- Meetings should be well-structured, allowing both the supervisor and the supervisee to contribute to the meeting.

- An appropriate place will be selected for the meeting that is free from interruptions.
- All the areas included within the supervision policy will be covered.
- The meeting will be recorded accurately and a copy will be provided for each member of staff to agree and sign.
- Outcomes from supervision meetings may inform the current appraisal process.

Key Preparation:

In order for everyone to gain the maximum benefit from supervision, it is essential that staff:

- prepare for each meeting by reviewing notes and thinking about the issues to discuss
- are ready to share their thoughts and ideas in the meeting
- talk openly about what has gone well and what has been challenging
- are prepared to plan and undertake training and other developmental activities as agreed with their supervisor
- read and agree the notes from the meeting and carry out any required actions

Suitability to Work with Children

Supervision meetings offer a regular opportunity for members of staff to declare any criminal offences since their last DBS check or any reason or incapability to work with children. Disqualification from working with children includes living in a household with a person that is disqualified.

Significant information will be recorded as a declaration on the individual member of staff's supervision form.

Written Record of Supervision Meeting:

Every supervisory meeting will result in an agreed written record of what has been discussed and what actions need to be taken next. A record of the meeting will be completed by the Manager or Deputy Manager as the meeting progresses. The record will include points for action with clear timescales and identified responsibilities. The supervisor and staff members should agree on the content as an accurate record of the meeting, by both individuals signing and retaining a copy of the notes for further reference.

Drafted: September 2017

Ratified: January 2018

This policy was adopted by Sherwood Preschool

On (date) _____
Signed _____

Name of signatory _____
Role of signatory _____