**Manor Road Pre-School**

**Supervision Policy**

Supervision is a framework to provide direction and guidance to individual staff members on

a regular basis. Effective supervision provides support, coaching and training for the practitioner

and promotes the interest of children. Our supervision framework fosters a culture of mutual support, teamwork and continuous improvement that encourages confidential discussion of sensitive issues. (3.21 EYFS 2014)

Supervision provides opportunities for staff to:

\* Discuss any issues concerning children's development or well-being

\* Identify solutions to address issues as they arise

\* Receive coaching to improve their personal effectiveness

\* Receive feedback on their performance Discuss career progression

\* Clarify roles and responsibilities

\* Discuss career progression

The benefits of supervision for the setting are:

\* Improve communication with staff

\* Problems identified at the earliest opportunity

\* Faster more effective solutions to any problems and concerns

\* Written record of the supervision meetings

**Formats of the Supervision Meetings.**

Supervision meetings will take place once a term and will be conducted one to one in a

confidential environment lasting approx 30 minutes. The standard agenda items for the meeting will be:

\* Work activity; roles, responsibility, current and planned activities

\* Progress and performance; feedback on implementation of role, identification of training needs and career progression

\*Issues and Concerns – specifically in relation to the safeguarding duty and discussing concerns about the behaviour of adults both colleagues and parents. This section can include issues relating

to poor time keeping; attitude to work; and relationship with others.

\* Support; Discussing support member of staff may need following any issues raised or personal

issues. Resources needed to fulfil any current work activity.

Supervision meetings will be recorded on a standard Supervision Meeting Record sheet and a signed copy will be given to member of staff and the original will kept in staff individual file.

Supervision meetings will be a two way process, where both the member of staff and their supervisor have the opportunity to raise items for discussion. The meetings are a constructive

and supportive tool to allow the member of staff and the supervisor time to reflect on current work activity and identify any issues and concerns at the earliest opportunity.

This Policy has been adopted on behalf of Manor Road Pre-School

Signed on behalf of Manor Road Pre-School Committee by

Chris Millins Manager

Date: October 2014.

Review: August 2021