

 **Supervision Policy**

**Statement of Intent**

Brislington Village Pre-school will provide for all staff structured supervision, which in this context means an opportunity for all staff to discuss their work while being supervised and supported.

**Aims**

It is important to recognise the support and supervision needs of employees. It is vital that staff have regular opportunities to discuss work related issues with the manager or deputy.

Regular support and supervision enables workers to be clearer about their responsibilities and the direction of their work. Furthermore, it offers a clear forum for issues to be fed through to the registered person and vice versa.

**Methods**

* Monitor work of all staff in terms of both performance and progress, looking at work that has been done and how, as well as future tasks and how they will be achieved.
* Evaluate work and performance, examining whether the expectations and standards set were realistic and whether the process of achieving them went smoothly.
* Identify strengths and weaknesses and look at current / future training and support needs.
* Clarify priorities.
* Share information about work.
* Identify and deal with existing or potential problems.
* Provide a framework for discussing and agreeing change.
* To talk about children’s progress and well being
* To discuss any concerns about safeguarding in relation to staff, children, parents/carers and visitors to the setting.

The manager or deputy will supervise all staff.

Support and supervision will not be used as a forum for insulting or criticising workers. All discussions / debates will be both constructive and positive.

 Supervision will:-

* Be taken seriously.
* Be regular on a 6 weekly basis.
* Have an agreed format.
* Enable staff to have a clear idea of agreed responsibilities and priorities for the coming weeks.
* Leave staff feeling that they have been supported, valued and listened to.

If any difficulties with work performance are identified, the supervisor must be clear about objectives needed to move the situation forward.

Staff will sign at each supervision meeting the Disqualification form and a medication form to confirm they are not taking medication that affect their ability to care for children.

Sessions will be recorded in writing.

At the end of the session, both the supervisor and the worker should read the notes and agree they are a true record by signing them.

# Information obtained in a supervision session is confidential and must not be conveyed to others without the prior agreement of both the worker and supervisor.

# Appraisals for administration staff

# Appraisals are different and aim to take a longer, more in-depth view at how staff feel about their jobs, their own personal and career development as well as that of the organisation as a whole. These happen less frequently, and will be more formal than support and supervision. Appraisals will be completed annually.

Appraisals are only carried out for administration staff.

This policy was adopted on the 1st September 2015

Reviewed September 2023

Although under constant review, an overall review date has been set for **September 2024**