



Policies

STAFF SUPERVISIONS

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the "Preschool".

This policy sets out the principles for staff supervisions. Supervision relates to support and opportunities for professional discussion provided for team members by the Preschool Manager.

It incorporates various techniques including one-to-one meetings, observations of working practice, open discussions and time and opportunities to discuss concerns, worries or issues. It also allows the line manager to support the professional development of the individual and therefore improves outcomes for children through raising the quality of the setting, supporting staff retention and identifying and acting on developmental needs of staff as they arise.

The main reason for the change in culture relating to supervisions/reviews/one-to-one meetings in early years stems from the Plymouth serious case review which looked at the failings in the case of Little Teds Nursery and the abuse Vanessa George inflicted on an unknown number of young children during several months in her role as nursery practitioner in 2008/09. When the investigation commenced it was discovered that the nursery was failing in several key areas which put the children at risk of this abuse, and failed to support staff to be alert to this abuse and act on this appropriately. One of the main reasons that allowed the extent of the abuse to go unnoticed for so long was the staff's lack of knowledge of safeguarding and where to go with concerns.

As part of our culture of Safeguarding and continuous improvement here at the Preschool, we implement supervisions for all of our staff on a regular basis, commencing from their induction and probation period.

Supervisions provide our staff with the opportunity to ;

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

The frequency of these meetings is half termly, or more frequently, according to individual needs. A template agenda is used to ensure consistency across the setting.

Where staff are struggling to identify areas to discuss in a supervision we will ask for three things they have enjoyed about their job since the last meeting and one thing they have least enjoyed.

There may be times when staff supervisions are increased for members of the team as and when needed. An example may be when going through personal circumstances at home, new starters, staff returning after long-term sickness, or on staff request.

It is the responsibility of the Preschool Manager to plan time to ensure that all staff have supervisions. If for any reason a supervision meeting is cancelled a new date will be provided within 7 days.

Supervision forms also include a declaration for members of staff to declare any cautions or convictions changes (that are not protected) or reason for incapability to work with children, if there have been any changes within their household and any changes to their health.

It is each member of staff's responsibility to ensure that they are available for supervision meetings or support and that the necessary paperwork is complete.

Information shared during staff supervisions is confidential.

This process will be reviewed once a year through staff feedback.

Supervisions are undertaken termly, unless the manager feels that the staff would benefit from fortnightly or half termly supervisions. In addition, staff have an appraisal every 6 months. This opportunity will usually last about 1 hour and provides the opportunity to discuss every aspect of their role. Three targets are set at each appraisal and then followed up at the next appraisal. It is the staff member's responsibility to ensure that they have tried their best, if not succeeded, to achieve their targets to fulfil their role within the setting.

This policy was adopted at a meeting of the Preschool held on

Signed on behalf of the Preschool _____