

STAFF SUPERVISION

Policy

Grassroots Day Nursery recognises the need for regular and effective supervision of all staff that have contact with children and families. Supervision will provide 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.

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Purpose of supervision is too:

- Review staff member's work load
- Monitor progress and review the direction of their work
- Identify any gaps in training needs and skills in order to enhance professional development
- Celebrate work achievements
- A place to be challenged supportively and constructively
- Issues related to work are addressed
- Working practices are discussed
- Emotional wellbeing/work life balance; a place for personal development
- Mutually agreed and acceptable boundaries
- A place to offload

Supervisee can expect from supervision:

- A place where guidance is received
- To be challenged; a place to address actions and follow up
- That notes and records of the sessions are made and stored appropriately
- An assessment of training needs
- Support is offered
- That the supervisor has an understanding of the supervisee's work and workload
- Acknowledgement and praise is received
- Work is discussed and targets agreed discuss any issues particularly concerning children's development or wellbeing;

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- Identify solutions to address issues as they arise;
- Receive coaching to improve their personal effectiveness
- A place where personal things (not work related) can be discussed; but this is optional
- A place to offload

Procedure:

- Supervision meetings usually last approximately one hour.
- Supervision should take place in a private and uninterrupted space.
- If meetings have to be cancelled for any reason they should be rescheduled as soon as possible.
- Notice and relevant paperwork will be given to the employee prior to supervision meetings
- Both parties should bring relevant paperwork to the meeting
- It is the supervisor's responsibility to record the meeting and provide a copy for the supervisee and file appropriately.
- Both parties should sign the agreed paperwork.
- A date for the next meeting should always be arranged before the end of the supervision.

Confidentiality:

- Confidentiality will be maintained in accordance with the confidentiality policy.
- Working Guidelines for Good Practice:
- Creating the right Environment
- Ensure that refreshments are available.

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- To ensure that supervision time is prioritised and not interrupted.
- Put supervision times in the diary and inform other colleagues.
- Where possible, place a sign on the door where supervisions are taking place to avoid interruptions.
- Make sure that sessions start and finish at agreed times.
- Consider the time of day that sessions are held.

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| Signed:.....(Proprietor/Manager) | |
| Signed:.....(Deputy Manager) | |