

# 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.

**[EYFS Statutory Framework, 2021, 3.22.]**

Informal supervisions happen on a daily basis at Grassroots. The management team endeavour to form open relationships with all staff, and to promote an environment where staff feel their voice is listened to. More formal staff supervisions can be scheduled at the staff member or managements' request at anytime, should they be necessary.

**Purpose of supervisions:**

- Review staff member workloads
- 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
- Provide a place to be challenged supportively and constructively
- Address issues related to work
- Discuss working practices
- Discuss emotional wellbeing/work-life balance
- Discuss personal development
- Discuss and mutually agree upon acceptable boundaries
- Provide 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
- Acknowledgment and praise is received
- Work is discussed and targets agrees
- Discuss any issues, particularly concerning children's development or wellbeing
- Identify solutions to address issues as they arise
- Receive coaching to improve their personal effectiveness
- A place where personal issues (not work related) can be discussed; but this is optional
- A place to offload



# STAFF SUPERVISION Policy

## Procedure:

- Supervision meetings usually last approximately one hour
- Supervisions 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 be arranged before the end of the supervision

## Important information:

- Confidentiality will be maintained in accordance with the Confidentiality Policy
- Working guidelines for good practice
- Creating a suitable environment
- Ensure that refreshments are available
- Ensure that supervision time is prioritised and not interrupted
- Put supervision times in the diary to 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

Policy/Procedure name: Staff Supervision Policy	
Publication Date: April 2024	Date for Review: April 2025
Signed: ..... (Proprietor/Manager)	
Signed: ..... (Deputy Manager)	