



October 2021

## Staff Supervision Policy

### Policy Statement

This early years provision understands supervision to be a formal and recorded process through which the professional actions of staff are examined and regularly reviewed.

The provision recognises that supervision has many benefits, especially in acting as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development. The service will therefore ensure that it has in place all relevant supervision policies and processes and keeps these updated through regular review and adoption of best practice.

### Legal Requirements

The provision recognises that effective staff supervision is a requirement of the *Early Years Foundation Stage* (EYFS) *Statutory Framework* published by the Department for Education.

Section 3 of the EYFS *Framework* includes the following requirements.

1. Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families.
2. Effective supervision should include “support, coaching and training for the practitioner” and promote the interests of children.
3. Supervision should provide opportunities for staff to:
  - a. discuss any issues, particularly concerning children’s development or wellbeing
  - b. identify solutions to address issues as they arise
  - c. receive coaching to improve their personal effectiveness.
4. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.

The provision also recognises that supervision is a requirement of their registration for professional staff working with children and should therefore be supported by employers at all times.

## Policy Background

Supervision is widely accepted as providing a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development. The practice enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion, growth and development, supporting practitioners in their work and helping them to make decisions.

In this sense, supervision provides a recorded system of decision making, which is audited to improve practice and to improve the provision, and is provided to children and parents, including safeguarding.

## Policy Content

1. Supervision is defined in this organisation as an opportunity for staff to meet with a supervisor at regular intervals to discuss issues related to their practice and professional development. In this organisation, a model of supervision will be supported which enables practitioners to examine and reflect on the quality of their practice and to put into place plans for improvement and development.
2. The key elements of our supervision model will be on coaching, training, personal development and the focus on children and their wellbeing.
3. All practitioners who work directly with children and families will be supervised by their designated line manager or appointed supervisor.
4. Supervision meetings will be held every 4 months for each staff member.
5. Supervision meetings will be conducted in line with existing procedures and held in a confidential space suitable for the task.
6. Supervision agreements will be drawn up for all staff with a signed copy held within the staff members file.
7. All supervision meetings must include discussions concerning the development and wellbeing of each of the supervisee's key children, especially any safeguarding issues. Where concerns are raised, the supervisor and supervisee must seek to identify solutions and identify further actions that need to be taken.
8. Supervision meetings should provide opportunities for staff to:
  - a. discuss any issues, particularly concerning children's development and wellbeing
  - b. identify solutions to address issues as they arise
  - c. receive coaching to improve their personal effectiveness.
9. Supervision should be seen as a two-way process that enables both parties involved to develop a positive and mutually supportive discussion and an ongoing development plan.
10. The supervisor will keep records of each supervision session. These are necessary to keep track of agreed discussions and actions, to give a starting point to the next meeting and to provide an opportunity for the member of staff to review where they have got to with any goals or actions.
11. Each member of staff has a supervision file which is held within their personnel file.
12. Not all supervision needs to be planned. The provision supports spontaneous supervision, especially in the event of safeguarding issues.

## Training

All new staff will be made aware of this policy on supervision. All staff or managers undertaking a supervisor role will be provided with appropriate training and ongoing support to ensure their effectiveness.

## Review

This policy will be reviewed annually.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Policy review date: \_\_\_\_\_