

Supervision Policy

At Brentwood Day Nursery we implement a system of supervision for all of our staff following their induction and probation period. Supervision is part of the nursery's overall performance management system and promotes a culture of mutual support, teamwork and continuous improvement. It encourages the confidential discussion of sensitive issues including the opportunity for staff and their managers to:

- Discuss any issues – particularly concerning children's development or well-being, including child protection concerns
- Identify solutions to address issues as they arise
- Receive coaching to improve their personal effectiveness
- Develop their own skills or training needs in order to progress in their role
- Discuss any concerns relating to changes in personal circumstances that might affect an individual's ability or suitability to work with children. (This should include any incidents resulting in a reprimand, caution or prosecution by the police, any court orders or changes to their health. These changes are recorded as a declaration on the individual member of staff's supervision form and appropriate action is taken, where applicable, in line with the Safeguarding children and child protection policy and Disciplinary procedure).

The frequency of supervision meetings is termly and according to individual needs. A template agenda is used in all meetings to ensure consistency across the nursery. This clearly sets out who does what and the timeframe, i.e. what the manager is responsible for and what the staff member needs to do.

There should always be something that a member of staff can discuss, e.g. a particular child's development, strengths, or concerns. Prior to the supervision taking place, we will ask staff to complete a self-evaluation form outlining things they have achieved/progressed in and areas they would like to improve.

There may be times when supervision may be increased for members of the team as and when needed, i.e. if they have particular concerns about a child or if they are going through personal circumstances at home, for new starters, staff returning after long-term illness or on request from staff.

It is the responsibility of the manager to plan time to ensure that all staff receive supervision. Supervisions are carried out by the manager or deputy. If for any reason a supervision is cancelled a new date will be rearranged within 3 days.

All members of staff responsible for carrying out supervision are trained and supported prior to carrying them out.

Staff have a responsibility to ensure that they are available for supervision meetings and that the necessary paperwork is complete. Information shared in supervision sessions is confidential. The supervision process will be evaluated once a year through staff feedback and is used as part of the overall performance monitoring system at the nursery.

Signed on behalf of the nursery
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<i>RL Austin</i>
