

3.0 STAFF QUALIFICATIONS, TRAINING, SUPPORT AND SKILLS

3.1 SUPERVISION POLICY

Supervision is a planned, accountable, two-way process, which should support, motivate and ensure all practitioners develop good practice. Supervision is now a statutory requirement of the revised Early Years Foundation Stage (EYFS) Framework (2012).

‘Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interest of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.’

Supervision provides opportunities for staff to:

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

Supervision Procedure

Responsibilities for manager

- Meetings to take place half termly.
- Meetings to take place in the office or outside, free from interruptions.
- Meetings to be organized in advance and only changed in exceptional circumstances.
- Meetings to be well structured, allowing both the manager and the supervisee to contribute.
- Accurate notes should be made and a copy given to the supervisee

Responsibilities for supervisee

- To prepare for each meeting, reviewing notes and thinking about the issues to be discussed.
- To be ready to share thoughts and ideas in the meeting.
- Talk openly about what has gone well and what has been challenging.
- With agreement be prepared to plan and undertake training and other development activities.
- Read and agree the notes from the meeting and carry out any required actions.

Confidentiality

Although the Supervision record is a confidential document, it is also an organisational document that does not belong solely to the Manager and supervisee. As such the record is



neither secret nor private. Under such conditions including auditing, grievance discipline, internal/external inquiry and complaints, others can access the records.

This policy was adopted by: Teddy Bears Pre-School

On: 19th February 2015

Review date: November 2016

Signed on behalf of provider: Signed 10th December 2015

Name of signatory: Karen Ashcroft

Role of signatory: Chair