

Supervision Policy

Supervisions are a legal requirement of the Early Years Foundation Stage and the inclusion of regular supervisions is monitored by Ofsted. The need for good communication is also included in many other legal frameworks.

Policy Statement

Writtle Green Pre-School consider that supervisions are a positive step in our aim to improve our practice, to promote the development of our staff and to improve the safety, wellbeing and outcomes for the children in our care.

Responsibility

The Supervisors are responsible for ensuring the implementation of this policy. The Supervisors Diane Overland and Victoria Rawlings are responsible for arranging supervisions for all staff and for keeping appropriate records. Members of staff have a duty to participate and to actively contribute, and all parties have a responsibility for the timely implementation of the resulting action plan.

Frequency

The frequency of supervisions will normally be bi-monthly, but this may be changed according to individual needs. Supervisions are a two way process and impromptu supervisions may be requested by a supervisor, or by a member of staff.

The process

Supervisions are to be planned in advance, and should take guidance from the supervisions Pro-forma, which will offer some structure to the meeting. There must be a written record of the meetings and its outcomes, using the supervision record form. The form should be completed by both members of staff within 5 working days of the meeting and both parties should sign the form which should show the details of the next scheduled supervision.

Supervisions are confidential and should be held in a quiet and private location. They are to be undertaken by someone who is deemed to be competent enough to make positive constructive judgements about the issues under consideration.

Content

Supervisions are to provide an opportunity to reflect upon the standards being achieved in the setting, and to ask if we are meeting our goals.

There are two distinct areas to consider:

1 Those issues that affect the key children, and to include:

- The children's safety
- Any special educational needs
- Learning and development requirements
- Observation and planning
- Parental involvement

2 Those issues that affect the member of staff, and to include:

- Any positive achievements to celebrate
- Notes from Supervisors observations
- Development of knowledge of skills
- Any skills that can be shared
- Continuous professional development
- Any particular support that may be required
- A review of their DBS status

Review

Last reviewed by Date.....

Next review date.....