

Supervision Policy



Burton Pre-School
Playgroup

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 interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

[EYFS 3.19]

Supervision is a requirement of the Early Years Foundation Stage and this policy is based on the premise that the supervision of staff is an integral part of the day to day business of our organisation. It will occur both formally and in other forums including informal discussions and group settings and, in all of these forums the process of supervision should be informed by the standards set out within this document.

Burton Pre-School Playgroup recognises that:

- Staff supervision is integral to the effective delivery of services.
- The quality of staff supervision impacts on outcomes for children and their families.
- The delivery of supervision must be a priority task within the organisation.
- All staff within have the right to receive regular formal supervision from supervisors who have received appropriate training and are supported within their supervisory role.
- All staff have a responsibility to participate in supervision and attend formal sessions.
- The process of supervision is shared responsibility: staff and their supervisors are expected to contribute to the effectiveness of the process and the organisation has a responsibility to facilitate a culture which supports the process.

Supervision should provide opportunities for staff to:

- discuss any issues – particularly concerning children’s development or well-being;
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness

[EYFS 3.20]

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Burton Pre-School Playgroup will:

- Prioritise supervision as an important activity within the Playgroup
- Ensure that all staff who come within the scope of this policy have a named supervisor.
- Provide training and ongoing development opportunities for supervisors
- Ensure appropriate space is provided for one to one meetings
- Regularly evaluate the quality of supervision being provided.

Supervisors will:

- Ensure the delivery of one to one supervision sessions at a frequency in line with this policy.
- Ensure that supervision is recorded in line with the expectations set out within this policy.
- Ensure that the prime focus of supervision is the quality of service being received by children and families.
- Use the supervision agreement as the basis for the development of a relationship where supervisees can be supported in their work and reflect on their practice.
- Ensure the supervisee is clear about how to raise any concerns about the quality of supervision being received.
- Use the supervisory process to learn from good practice and give constructive feedback in order to promote professional development.
- Address performance concerns as they arise and work positively with the supervisee to improve practice.

Supervisees will:

1. Take responsibility for attending one to one supervision or group sessions as set out in their supervision agreement.
2. Prepare adequately for supervision and take an active part in the process.
3. Take responsibility for raising any concerns they may have about the quality of the supervisory relationship with the supervisor or, if this is not possible, the third party named within the supervision agreement.

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The Supervision Process

A relationship between a supervisor and supervisee is fundamental to the supervisory process and supervision will take place in a variety of settings and circumstances.

One to One supervision is at the heart of the process and all staff should receive regular formal one to one supervision.

Ad hoc supervision is the dialogue that takes place between a supervisor and supervisee as the need arises. This should be available to all staff but is not a substitute for formal one to one supervision. The value of ad hoc supervision is that it is an important way of supporting staff, improving performance, keeping pace with change and ensuring that organisational requirements are met.

Frequency

Supervisions will occur each half term, they will be planned into the session to allow the least amount of disruption as possible.

Recording Supervision

Each supervision will be recorded on a designated record sheet a copy of this will be placed in the supervisee's file.

Monitoring and Review

The supervision process will be regularly reviewed and discussed during staff meetings as well as within the actual supervisions themselves.