

All Saints Nursery School

Supervision Policy

EYFS 2014 3.21, 3.22

The aims of this policy :

- To make sure every member of staff gets regular supervision sessions.
- Define what supervision is
- To encourage reflective practice and development
- Make a commitment to a strong supervision culture

The EYFS (DfE 2013. 3.19 & 3.20) states that as well as providing regular appraisals, that every provider should, '*put appropriate arrangements in place for the supervision of all staff who have contact with children and families*' Together with appraisals for all members of staff at a setting. Supervision is a regular meeting set every 8/10 weeks on a one to one basis between the supervisor and supervisee in order to create a **positive environment** and a feeling of **good well-being** for all members of staff. It enables a setting to monitor individual performances, together with reflection and guidance on practice, which ensures commitment to positive outcomes and effective partnership with others. This should maintain motivation and produce job satisfaction through clear objectives, positive feedback, critical reflection, personal support and continuing personal and professional development; which will make a positive impact on staff retention and continuity of service, which will provide stability and continuity to the care the children receive and a good partnership with parents; producing the best quality of practice.

To facilitate this supervision time the sessions have to be:

- Made clear by an ISA (Individual Supervision Agreement)
- Confidential and taken seriously
- Properly and promptly recorded with agreed actions and time lines and signed and dated by both supervisee and supervisor; together with a copy of notes given to the supervisee
- Planned in advance and supervisee given a firm date and time
- Recognising diversity and representing an anti-discriminatory practice
- Well-structured to allow both parties to contribute to the agenda

Aims of supervision time:

- To monitor and review practice
- Ensure supervisee is properly supported to improve quality practice
- To be able to share thoughts and ideas and be open about what was found difficult to do, did not go well, or get done.
- To identify any blocks to performance, such as conflicts and other pressures that may impact on work and relationships within the setting. To discuss and support ways to overcome these issues, seeking appropriate specialist support if needed.

Individual Supervision Agreements (ISA)

This is a 'living' document that can be changed accordingly to the changing needs of the supervisee. It establishes the base to the meeting and is designed through negotiation and clarifications of rights and expectations on both sides, which creates a secure, safe and effective supervisory setting. The agreement establishes; purpose of supervision, frequency, venue, responsibilities of both parties, recording methods, complaints and review process, practical arrangements (if meeting has to be cancelled and why and when re-scheduled) and arrangements for agenda (e.g. an arranged time to submit agenda e.g. before the session or at the beginning)

Group Supervision

This is when all members of staff get together; usually at a staff meeting to put forward new ideas or discuss new ideas that have been implemented; enabling everyone to give and receive constructive feedback ; enabling good reflection.

Nominated Supervisors

The setting has two supervisors; Lynn Harris (Manager) and Kim Crooks (Deputy Manager) each member of staff will be delegated to one supervisor. Anything discussed during individual supervision time will be kept confidential between supervisor and supervisee, unless signed permission is given by supervisee to share recorded session.

Complaints

If the supervision relationship breaks down and the terms of the supervision agreement is felt to be broken, then the supervisee can make a complaint. The supervisee should always make sure that they cannot resolve any break downs initially with their supervisor; it may be due to lack of clarity or a mismatch of expectations. If the breakdown still cannot be resolved by discussion and an agreement made with the supervisor, then the issue should be raised with the other supervisor within the setting. If the supervisee still feels that some issues are not being addressed, then a meeting with the chair of the committee can be made to discuss any concerns.

This policy was adopted on February 20th 2013

Signed on behalf of the nursery school..... (Manager)

Signed on behalf of committee

Date.....

Supervision agreement

Supervisor	
Supervisee	
Date agreement signed	Date to be reviewed

Practicalities Where session will take place, how to avoid interruptions Length of time How often will the session take place Where the record will be kept, who will receive copies	Comments
Purpose of supervision A structured discussion that allows both parties to contribute to the agenda To monitor professional development To ensure that staff are supported	Comments

<p>To ensure Skills are developed To ensure issues are addressed promptly To agree actions to resolve issues</p>	
<p>The Supervisor should Plan meetings well in advance and only cancel if absolutely unavoidable Give feedback from previous supervisions Structure the discussion agenda allowing both parties to contribute Record the discussion with copies given to both parties Maintain confidentiality</p>	<p>Comments</p>
<p>The Supervisee should Prepare for the meeting by reading previous notes and thinking about issues that need to be discussed Be open about what has gone well and what has been difficult Be ready to plan for training and development</p>	

opportunities Check and read the notes and agree any actions	
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Signed (Both parties