

Supervisions Policy

At Fun Foundations 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
- Identify solutions to address issues as they arise
- Receive coaching to improve their personal effectiveness
- Discuss any concerns relating to changes in personal circumstances that might affect an individual's ability/suitability to work with children.

The frequency of supervision meetings is every 6 - 8 weeks 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 practitioner 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. We will also work through our Job Focussed and Personal and Social Skills Documents to refresh knowledge and understanding of the role of the nursery practitioner and to aid continued professional development.

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, on request from staff.

It is the responsibility of the manager to plan time to ensure that all staff have supervisions. At Fun Foundations Day Nursery supervision is carried out by the line manager. If for any reason a supervision is cancelled a new date will be rearranged within 7 days.

All members of staff responsible for carrying out supervisions are trained and supported prior to carrying these out.

Supervision meetings also offer regular opportunities for members of staff to declare any criminal offences since their last DBS or any reason or incapability to work with children. This is 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/child protection and disciplinary procedure.

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 annually through staff feedback and is used as part of the overall performance monitoring system at the nursery.

Date of Review	Changes Made	Signatures	Date of Next Review
16/01/15	Introduction of new policy	<i>A. Ferguson</i>	January 2016
06/05/2016	None	<i>A. Ferguson</i>	May 2017
05/04/2017	None	<i>A. Ferguson</i>	April 2018