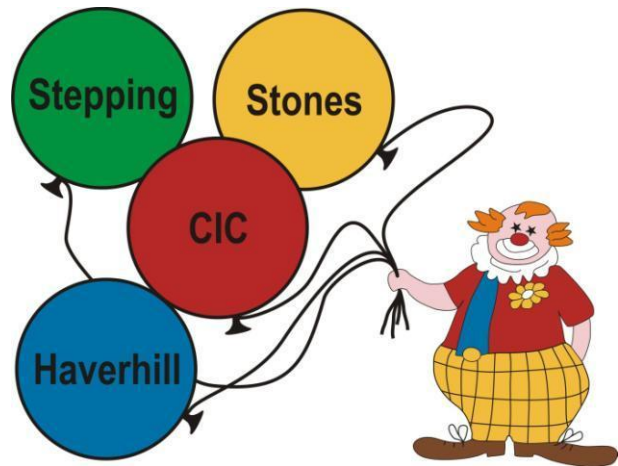


## General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.



### Employment

#### 22. Induction & Staff Supervision meetings (may include staff, volunteers and managers)

##### Policy statement

We provide an induction for all staff, volunteers and managers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice.

##### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.2 Supporting every child	

### Procedures

- We have a written induction plan for all new staff, which includes the following:
  - Introductions to all staff and volunteers, including management and our fund raising committee members.
  - Familiarising with the building, health and safety and fire procedures.
  - Ensuring our policies and procedures have been read and are carried out.
  - Introduction to parents, especially parents of allocated key children where appropriate.
  - Familiarising them with confidential information where applicable in relation to any key children.
  - Details of the tasks and daily routines to be completed.

- The induction period lasts two weeks. The manager or deputy inducts new staff and volunteers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.

### **Purpose of supervision meetings**

- We believe effective supervision and monitoring of all staff is essential
- Supervision is a means to ensure staff are clear about what their job is, what the preschool wants them to do, to raise safeguarding concerns about particular children, to raise issue they would have with key children, to raise issues they would have with other staff members and to be supported to do that job well. **(\*\*\* staff can raise and should raise concerns when the occasion arises and not to be left specifically at staff supervision meetings)**
- The meeting gives parties the opportunity to evaluate and review workloads and performance so that learning and development can take place and to identify performance shortfalls, encourage and motivate staff and initiate training, support and / or coaching.
- **Procedures:** Supervision does not replace annual staff appraisals. **Responsibility:** The supervisor is responsible for ensuring that regular supervisions meetings are conducted with every member of staff. The member of staff is responsible for ensuring that they meet the required standard for the job. Process and Frequency supervisions is an essential part of the effective working relationship between staff member and a Supervisor. The meetings are a two way discussion between member of staff and the Supervisor and to be effective each person make take responsibility for ensuring effective communication and cooperation and recognition of the value of the supervision meetings for both parties. All staff must be provided with a regular supervision (normally 1-1) meeting at least once a term which is booked in advance at agreed date & time. There must be a written record of the meeting using the Supervision Record Form.

### **What to cover at supervision meeting** – the content if the supervision meeting will be to:

- Discuss and agree targets/tasks and objectives which need to be carried out
- Record progress on these targets / tasks
- Set timescales and deadlines for carrying out the tasks
- Identify any performance concerns and improvements required
- Discuss any issues of concern about a particular child / children
- Identify appropriate support and guidance with regard to all aspects of work including support in dealing with particular children and their individual needs

- Identify any training development needs

**Supervision Standards Staff should expect ~** to be given clear objectives and standards, appropriate deadlines and help in achieving their objections.

- To be able to question how things are done and what is expected.
- To be given the opportunity and time to express any concerns
- To be given appropriate support, and receive coaching where and when necessary
- To be told in a constructive way if their work is poor, incompetent or unacceptable and to have a strategy for improvements discussed and agreed.
- To be told when a piece of work has been done well.

**Senior Supervision should expect ~**

- To have their management responsibilities understood and respected by the staff that they manage
- That once targets and/or objectives have been set the member of staff will produce work to an agreed standard
- That staff will demonstrate a willingness to strive for continuous improvements.
- That staff will be open, honest and non-defensive when their work is being discussed.
- To be able to withdraw the member of staff from a particular piece of work, or to terminate that piece of work if there are reasons for doing so and this will be communicated to the member of staff.

**Recording Supervision Meetings~** the supervision meeting will be recorded on a Supervision Record Form and should be completed by the manager with 5 working days. Both parties will sign the record form and a copy of the supervision record will be held in the staff folder. To ensure that the confidentiality and identity of individual children is maintained within the supervisions records no names of the children discussed will be only initials used.

**Legislation ~** it is a requirement of the EYFS (updated 2018) which requires all settings to implement a supervision policy. Also a number of employment acts and regulations influence how this must be provided, including:

- Employment Relations Act 1991
- The employment Act 2002
- All legislation pertaining to discrimination and equal opportunities
- The working Time Regulations 1998
- Part-Time Workers (Prevention of less favourable terms Regulations 2000)
- Health & Safety at Work Regulations 1999

**Please note that all staff should read and be aware of the MASH & LADO posters within the setting.**

This policy was adopted by	Stepping Stones Childcare & Education CIC
on	28.02.2017
Date to be reviewed	September 2020
Signed on behalf of the management	
Name of signatory	ELAINE MCMANUS
Role of signatory	MANAGER
Name of signatory	ANNE JESSOP
Role of signatory	DEPUTY

**Review:**

This policy is reviewed every year or whenever deemed necessary by the manager in the light of events and changes in the law.

This policy was given to staff to read on 30/07/2019 and acknowledged by staff electronically.