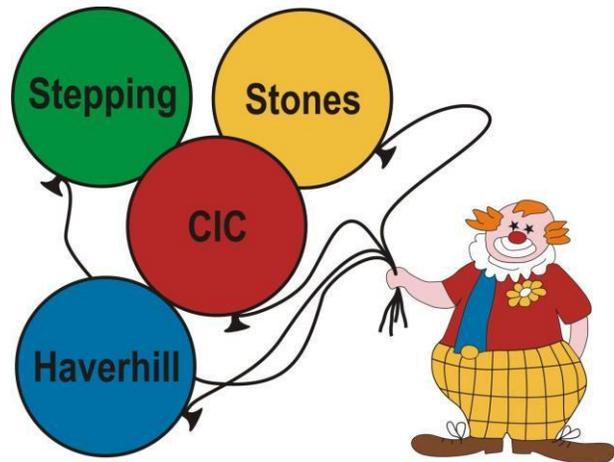


General Welfare Requirement: Safeguarding and Promoting Children's Welfare

Children's behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs.



Safe Guarding Children

49. Staff Supervision Policy

In accordance with the revised Statutory Framework for the Early Years Foundation Stage 2019; staff supervision is a requirement for providers under Section 3 – The safeguarding and welfare requirements clauses 3.21 and 3.22 as follows:

3.21. *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.*

3.22. *Supervision should provide opportunities for staff to:*

- *discuss any issues – particularly concerning children's development or wellbeing, including child protection concerns*
- *identify solutions to address issues as they arise*
- *receive coaching to improve their personal effectiveness*

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.3 Keeping safe 1.4 Health and well being	2.1 Respecting each other 2.2 Parents as partners 2.4 Key person	3.1 Observation, assessment and planning 3.2 Supporting every child 3.3 The learning environment 3.4 The wider context	4.4 Personal, Social and emotional development

Purpose of supervision meetings

Supervision is a means to ensure staff are clear about what their job role is, what the preschool wants them to do, to raise safeguarding concerns about a particular children, to raise concerns of key child development and to be supported to do that job well. The meetings give 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. Supervisions do not replace annual staff appraisals.

Responsibility

The manager and deputy are responsible for ensuring that regular staff supervision 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

Supervision is an essential part of effective working relationship between staff and the management. The meetings are a two way discussion between a member of staff and the management and to be effective each person must take equal responsibility for ensuring effective communication and cooperation and recognition of the value of supervision meetings for both parties. All staff must be provided with a regular supervision (1-1 or 2-1) meeting with the management at least once a half term which is booked in advance at an agreed time. There must be written record of the meeting using the setting Supervision record form.

What will be covered at supervision meeting

The content of the supervision meeting will be to:

- Discuss and agree target and tasks and objectives which need to be carried out
- Record progress on these target/tasks
- Set timescale and deadlines for carrying out the tasks
- Identify any performance concerns and improvements required
- Discuss any issues of concern about a particular children
- Discuss any issues of concern about a particular staff
- Discuss any issues of concern about your own wellbeing
- 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 and development needs

Supervision standards

Staff should expect:

- To be given clear objectives and standards, appropriate deadlines and help in achieving their objectives
- 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 necessary

- To be told in a constructive way if their work is poor, incompetent or unacceptable and to have a strategy for improvement discussed and agreed
- To be told when a piece of work has been done well

The management should expect:

- To have management responsibilities understood and respected by the staff
- That once targets and/or objectives are set the member of staff will produce work to agreed standard
- The staff will demonstrate a willingness to strive for continuous improvements
- The 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

Supervision meetings will be recorded on a standard Supervision Meeting Record and a signed copy will be given to the member of staff and the original will be kept in their personal staff file. This will either be hand written at the meeting or typed after the meeting. Supervision meetings will be a two way process, where both the member of staff and their supervisor have the opportunity to raise items for discussion. The meetings are a constructive and supportive tool to allow the member of staff and the supervisor time to reflect on current work activity and identify any issues and concerns at the earliest opportunity. To ensure that confidentiality and identity of individual children is maintained within the supervision record no names of the children discussed will be used only initials.

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 18/08/2019 and acknowledged by staff electronically.