



Supervisions Policy

England: EYFS

3.19, 3.20

1.1 As part of our culture of safeguarding and continuous improvement 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 provides staff with the opportunity 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.

The frequency of supervision meetings is bi-monthly (once every 2 months) 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. However, if there are times where staff may be struggling to identify areas to discuss in a supervision we will ask them to identify three things they have enjoyed about their job/done well since the last supervision and one thing they have least enjoyed/requires further improvement. They will be asked to complete this prior to supervision (as set out in their responsibilities).

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.

At Muddy Boots Nursery School LTD supervision is carried out by the Nursery manager if for any reason a supervision is cancelled a new date will be rearranged within 7 days.

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

Supervision meetings offer a regular opportunity 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.

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 once a year through staff feedback.