



Supervision Policy

It is a legal requirement that all staff who come into direct contact with children should have supervision in order to help protect children from harm. We extend this as a matter of good practice to all staff and volunteers in the nursery.

Supervision is carried out by the line manager or other suitable person every term (6 times a year) and one of the meetings serves as the formal appraisal. Supervision can also be part of team meetings. The aims are:

- To offer support and assurance for staff and space to reflect
- To provide guidance, developing knowledge, skills and values of an individual or team
- To help staff improve the quality of work they do and to achieve agreed objectives and outcomes.

The person responsible for ensuring supervision happens and is beneficial is the Head of Nursery. They should determine suitable supervisors and create an annual timetable.

This policy should be read by all staff and everyone should sign an annual supervision contract effective from 1st September each year.

Meetings

In a 6-term year, we meet every term; one meeting will focus on Appraisal but still include safeguarding questions. These meetings are vital to the experience of children in our nursery so should be given high priority and only postponed for an exceptional reason. Meetings should be in a private place where you will not be interrupted – consider using a notice on the door. The time should give reflection time which we often do not have in a busy day. An additional meeting can be called at any time when a practitioner needs to discuss a particular case.

How can you prepare?

The person being supervised can get most out of supervision but thinking beforehand about what is going really well for their Key Children and what the difficulties are. Read the notes of your previous supervision session. Make sure you mention your successes! This is your time and your chance to reflect on how you can best support your children. You should come out feeling heard, supported, enabled to address the difficulties and acknowledged for your successes.

Role of supervisor

You can make sure that your colleague has a chance to really explore the issues by asking open-ended questions! Make sure you listen and help your colleague to clarify their thinking and formulate solutions.

The supervision form has sections for performance objectives, record of achievements and actions. Case supervision is a separate page which is filed on individual children's files.

Supervision in progress

Please do not
interrupt

Supervision Agreement Template

This is an agreement between Supervisor Name and Supervisee Name

Date:

There is an expectation that all staff receive regular supervision in accordance with Beaver Community Trust policy.

1. Practical arrangements:

- Frequency.....
- Venue.....
- Duration.....

2. The aims of our supervision sessions are:

- To ensure that Supervisee is fully aware of and understands their roles and responsibilities;
- To ensure that Supervisee carries out those responsibilities in accordance with the purpose, values and principles to the required standards To agree work programmes and individual objectives and to monitor progress in their achievement;
- To assist with Supervisee's continuing professional and career development;
- To provide support to Supervisee in carrying out her role;
- To provide regular constructive feedback to Supervisee.

3. The agreed structure for supervision is as follows:

- Supervision sessions will take place as agreed unless cancellation is absolutely unavoidable, reasons for cancellation to be recorded and a new date will be set at the earliest opportunity.
- General supervision sessions may be supplemented, as required, with ad hoc single-issue meetings.
- Team Meetings will provide opportunities for additional support, information and discussion.
- The agenda for supervision sessions will be jointly set.
- Both supervisor and supervisee have a responsibility to come prepared for supervision with a clear picture of what they wish to discuss in the session.
- Supervision sessions will not be interrupted unless it is absolutely necessary to deal with a crisis.

4. The content of supervision sessions will include:

- Reviewing current and recent work.
- Agreeing/monitoring action plans and progress against achieving work programmes and individual objectives.
- Monitoring achievement of continuous improvement in service, performance and quality.
- Monitoring achievement of continuous improvement against core and job specific competencies.
- Sickness (in relation to the supervisee and/or management of).
- Budget setting, monitoring and management.
- Staff management issues including whether the supervisee is conducting supervision with her staff.
- Health and safety.
- Providing space to reflect on experience and feelings about work.
- Mutual constructive feedback.

5. Supervisor and supervisee expect:

- To be treated with respect and to give respect to each other;
- To contribute to sessions in an open, honest and constructive manner;
- To respect confidential issues raised in any sessions.

In the event of any disagreement between supervisor and supervisee which they cannot resolve, the issue will be referred to the supervisors Line Manager and discussed in a 3 way meeting.

6. Recording of Sessions

A record of supervision sessions will be kept by both Supervisee and Supervisor.

Signed: _____ Date: _____

Supervisor

Signed: _____ Date: _____

Supervisee

Notes for Kiddie Kapers:

Practicalities:

- Meetings are held termly (6x a year). One of these meetings is more formal and is the appraisal.
- The room should be private and free of interruptions.
- The supervisor should record the session.

Ground Rules:

What is covered in the sessions is confidential unless we need to take action for safeguarding reasons.

Both supervisor and supervisee can bring items to the agenda. The supervisee needs to ensure they bring cases where they need to reflect on how to progress the case or need advice.

The supervisee is given a paper record no more than 5 working days after the meetings and both parties sign it. The supervisor keeps a signed record until the employee leaves the organisation when they are shredded. Signed copies are kept in the office.

At the start of the session the supervisor should check in that the supervisee is emotionally well. The supervisee has a chance to share any matters that may or might not be affecting their work that they want their supervisor to know.

Both parties should review the session to see how useful it has been. If either has ideas of how to make it more effective in the future this should be discussed.

The supervisee should control the flow of discussion and the topics to be covered although both parties should ensure that matters from the last supervision have been addressed and any matters causing concern are discussed so there are no surprises in the annual appraisal. The supervisor should listen and ask open questions, helping the supervisee to understand the issues more deeply and generate possible solutions to problems.