



## Kiddie Kapers Neighbourhood Nursery

### 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 Nursery manager. They should determine suitable supervisors and create an annual timetable.

#### 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 or child's progress.

#### 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.