

## Supervision Policy

Supervision is a statutory requirement of the Early Years Foundation Stage and this policy is based on the premise that the supervision of staff is integral to providing an effective and positive workforce. Summertime has in place appropriate arrangements for the supervision of staff that have contact with children and their 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.

### **Supervision should provide opportunities for staff to;**

- Discuss issues particularly those concerning children's development or well-being with a particular focus on safeguarding
- Address issues as they arise and identify solutions
- Receive coaching to improve personal effectiveness

### **Summertime recognises that;**

- Staff supervision is integral to the effective delivery of services
- The quality of staff supervision impacts on outcomes for children and their families
- All staff have the right to receive regular formal supervision from supervisors who have received appropriate training
- The process of supervision is a shared responsibility: staff and their supervisors are expected to contribute to the effectiveness of the process.

### **Summertime will;**

- Prioritise supervision as an important activity
- Provide a supervision agreement completed by the supervisor and supervisee to ensure that both understand expectations within the process providing a safe environment to support the worker and facilitate reflection.
- Ensure that all staff know who the supervisors are
- Provide training and on-going development for supervisors

### **Supervisors will;**

- Ensure the delivery of one to one supervision sessions are at a frequency in line with this policy and are recorded.
- Ensure that the prime focus of supervision is the quality of service being received by children and families
- Use the supervision agreement as the basis for the development of a relationship where supervisees can be supported in their work and reflect on their practice
- Use the supervisory process to learn from good practice and give constructive feedback in order to promote professional development
- Address performance concerns as they arise and work positively with the supervisee to improve practice
- Take responsibility for their personal development as a supervisor and use their own supervision to reflect on their supervisory practice

**Supervisees will;**

- Take responsibility for attending one to one supervision as set out in the agreement
- Prepare adequately for supervision and take an active part in the process
- Take responsibility for raising any concerns they may have about the quality of the supervisory relationship with the supervisor or if this is not possible one of the other supervisors named in the agreement

**Ad Hoc Supervision**

Although one to one supervision is at the heart of the process a supervisee should feel able to approach their supervisor between one to one meetings for an ad hoc supervision. An ad hoc supervision is the dialogue that takes place as the need arises. The value of this is that it is an important way of supporting staff, improving performance, keeping pace with change and ensuring organisational requirements are met.

**Frequency** All staff will receive at least 5 supervisions in a year in addition to an annual appraisal that will take place at the beginning of the academic year in September where targets will be set for the coming year, and a training log will be put in place. Targets and training will then be reviewed at each subsequent supervision meeting throughout the year. However, both parties can request supervision at any time if there is an issue that arises.

**Recording**

Formal, one to one supervisions will be recorded, previous action points will be reviewed and new ones set if necessary. Both the supervisee and the supervisor will sign the record and a copy of the completed supervision record sheet will be given to the supervisee. Any concerns about an individual child will be recorded on a separate recording sheet.

**Suitability**

At each supervision and annual appraisal the supervisee will be asked to disclose if there is anything that would affect their suitability to work with children, including issues connected with disqualification by association.

**Monitoring and Review**

Feedback on the supervision process will be discussed through individual meetings and also at staff meetings.

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