



Little Monkeys Day Nursery & Pre School

Staff Supervision Policy

EYFS: 3.21, 3.22

At Little Monkeys Day Nursery & Pre School 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 promotes a culture of mutual support, teamwork and continuous improvement. It encourages the confidential discussion of sensitive issues including the opportunity for staff and their managers 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
- Discuss any concerns relating to changes in personal circumstances that might affect an individual's ability/suitability to work with children.

The frequency of our formal supervision meetings is every 3 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 time frame, 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.

It is the responsibility of the Manager and Deputy to plan time to ensure that all staff have supervisions. At Little Monkeys Day Nursery & Pre School supervision is carried out by the Manager or Deputy. If for any reason a supervision is cancelled a new date will be rearranged

within 7 days.

All members of management are responsible for carrying out supervision meetings are trained and supported prior to carrying these out.

Supervision meetings also offer regular opportunities for members of staff to raise any changes in their personal circumstances that may affect their suitability to work with children. This should include any incidents resulting in a reprimand, caution or prosecution by the police, any court orders, changes to their health, or changes to or incidents affecting members of their household that may disqualify that person from working with children. These changes are recorded as a declaration on the individual member of staff's supervision form and appropriate action is taken, where applicable, in line with the safeguarding/child protection and disciplinary procedure.

Staff have a responsibility to ensure that they are available for supervision meetings and that the necessary paperwork is complete. Information shared in supervision meetings is confidential. The supervision process will be evaluated once/twice a year through staff feedback and is used as part of the overall performance monitoring system at the nursery.

In addition to these formal meetings practitioners practice will be observed on a daily basis through management observation of the day to day running of the nursery. Managers keep ongoing notes on each member of staffs practice between supervision meetings that will be fed into the supervision meeting, therefore making the supervision meeting a reflection of the previous 3 months.

The focus of staff supervision meetings are alternated between interaction and planning and development. Before the supervision meeting, management will complete a monitoring tool based on either interaction and planning and development (the member of staff will be informed before this happens). Then in the supervision meeting feedback, including strengths and areas to improve, will be discussed.

In supervision meetings we will also evaluate any training that was completed and the impact it has had on the staff member, the children and the nursery as a whole.

This policy was adopted on:

October 2018

Signed on behalf of the nursery:

Laura Fradsham (Owner/Manager)

Date for review:

October 2019
