

Glaisdale Playgroup Supervision Policy

Following the introduction of the new statutory framework for Early Years Foundation Stage, all early years settings must put appropriate arrangements in place for the supervision of staff who have contact with children and families. This is in place to provide guidance to staff as well as a way of demonstrating and evidencing the groups commitment to on-going professional development.

It is the policy of Glaisdale Playgroup that all staff be given regular supervision.

All current employment acts and regulations will be used to influence the implementation of this policy.

Responsibility.

The committee is responsible for ensuring the implementation of the policy within areas of responsibility and that arrangements are in place to ensure adequate staff supervision and staff meetings.

The leader is responsible for providing supervision for staff and for keeping records.

All members of staff have a duty to participate and contribute actively in supervision and meetings.

Supervision Meetings.

Supervision is a continuous and on-going process, added to this formal meetings between individual staff and the leader are planned and provided to an agenda. Outcomes, actions and other important matters discussed are recorded.

The focus of supervision may vary according to individual needs, and circumstances. It must always be a two way process, allowing free discussion of any aspect of work or development either party wishes to raise.

It will ensure:

An agreed set of clear and specific objectives for each staff member these will be appropriate to their role and will be attainable.

Standards and conduct are maintained reflecting the settings values and ethos.

Opportunities for learning including training, and coaching/ mentoring where necessary, for the achievement of agreed work, performance and development.

Encouragement and support in the achievement of objectives and learning.

Opportunities for feedback and reflection of achievements, and adjustment of agreed goals.

Review and manage the contract of employment, where appropriate renewal of contract and terms of employment.

Frequency.

Glaisdale Playgroup will hold individual supervision meetings once a term Observation supervisions will be conducted at least once a term or as often as is felt necessary by either party. This will be in addition to the yearly appraisal of performance and development.

The individual meetings will be planned in advance and dates given to staff to ensure sufficient time to prepare.

Records.

Supervision meetings are part of a formal process and should follow an agenda. The agenda must include safeguarding, health and safety, well-being, training attended, review of work practice and agreed actions to be undertaken. A brief record must be made of agreed outcomes and any other matter either party wishes to record. The record should include any matters of disagreement that were not resolved during the course of the supervision meeting. Either party can make the record but the leader is responsible for ensuring it is made, signed by both parties and kept as a permanent and confidential record.

Access to these records will be restricted to the leader and the staff member concerned although there may be occasions when the leader may refer records to the chair of committee or other consultant for advice, or in matters of disciplinary procedure.

This policy was adopted on 24/2/15

(Signed on behalf of the committee by) C. Prowse