



Policy – Supervision

1. Introduction

This policy sets the framework and minimum standards for Stepping Stones Nursery to implement an effective and consistent approach to childcare supervision practice.

Supervision and appraisal are the most important ways of ensuring staff deliver a high standard of service to children and families, carry out their duties according to policy and procedures and meet targets set. Supporting staff through supervision improves working practices and contributes to better service delivery and outcomes for children and families.

2. Aims

The aims of this policy are to define:

- The uniform model to be adopted for all posts in order to support high quality practice and develop the professional competencies of all those involved.
- The rights and responsibilities of all staff in respect of supervision
- The standards to be met
- The means by which the practice of supervision will be qualitatively assessed and monitored

3. Scope

This is a mandatory policy. It applies to the supervision of all staff including: Managers, Senior Practitioners, Team leaders and Nursery practitioners / assistants

1.4 Core Values and Principals

Supervision must ensure the effective management of practice, develop and support staff and promote their engagement within the organisation

The quality of supervision has a direct bearing on the quality of service delivery

All staff, irrespective of their role have the right to receive high quality supervision

All staff bear responsibility for the quality of their own work and should prepare for and make a positive contribution to the supervisory process. They are not passive recipients.

Safeguarding and Welfare Requirements: Supervision Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families.

Senior managers have a responsibility to promote good supervision by implementing this policy and ensuring that training is provided for both supervisors and supervisees.

Senior managers need to conduct regular audits to ensure that this policy and standards are being implemented.

8. Confidentiality

Supervision sessions are, in general, private exchanges between supervisor and supervisee. However, the supervision record is an organisational document which may be seen by others. Records of supervision discussions will only be made available to those who have a legitimate right to see them; for example audit purposes, where there are grievances or disciplinary proceedings or disclosures against staff members, without the consent of the parties involved.

9. Recording

Supervision should always be recorded in a timely manner and in such a way that the content and decisions can be readily audited and understood.

Written notes should be maintained by the supervisor with a copy for the staff member. Where other staff are providing aspects of supervision / mentoring this should also be recorded. Records of discussions will be kept secure.

All notes should be signed as agreed records at the end of the session. Whenever possible continuity of Supervisor will be maintained to provide the opportunity of building relationships and promote a sensitive, honest and supportive two way communication.

10. Supervisory arrangements

Supervisions will take place in a private area, for example the Staff room. Follow up meetings will continue every 8 weeks after the original supervisory meeting has commenced. Team Leaders will be responsible for ensuring their team members receive these regular, effective supervisions. The Manager will be responsible for the supervision of Team Leaders and the Owner will be responsible for the effective supervision of the Manager.

11. Sharing the policy

All staff must read the Supervision policy and sign a supervision contract to indicate they fully understand the content of the policy and contract. The policy will be reviewed on an annual basis or sooner if changes need to be implemented.