



## Stoborough Nursery Staff Supervision Policy

At Stoborough nursery we wish to foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issue. We aim to do this through effective supervision which will occur formally and informally and at one to one supervision meetings.

### **Supervision meetings will provide opportunities for staff to:**

- Discuss any issues –particularly concerning children’s development or well-being;
- Identify solutions to address issues as they arise;
- Receive support to improve their personal effectiveness.

Stoborough Nursery recognises Staff supervision is integral to the running of an effective setting and impacts on outcomes for children and their families. Supervision is a priority for the nursery and all staff have a right to receive regular formal supervision. All staff have a responsibility to participate in and attend formal supervision sessions. The process of supervision is a shared responsibility: staff and their supervisor are expected to contribute to the effectiveness of the process and Stoborough Nursery has a responsibility to facilitate a culture which supports the process.

### **Statement of Expectations**

Stoborough Nursery will:

- Recognise supervision as an important activity within the setting.
- All staff, where possible, have supervisor who is a line manager.
- Ensure supervisors are provided with training and ongoing development.
- Ensure appropriate time and a confidential space for one to one meetings
- Annually evaluate the quality of the supervision being provided.

### **Supervisors will:**

- Ensure one to one supervision meetings take place once a half-term.
- Ensure the meeting is recorded on the appropriate forms.
- Ensure the prime focus is the quality of service being received by children and families.
- Use the supervision agreement to ensure staff members 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 staff member to improve practice.
- Take responsibility for their personal development as a supervisor and use their own supervision to reflect on their practice.

### **Staff Members:**

- Take the responsibility for attending one to one supervision meetings or group meetings as set out in this agreement.
- Prepare adequately for one to one supervision meetings 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 with the chairperson.

### **Method of delivery of supervision**

One to one supervision meetings will take place once every half-term at a pre-decided appointed time.

- Matters discussed at the meeting will be recorded on the appropriate forms and a copy given to the member of staff and retained on their staff file.
- Confidential matters relating to key children will be retained in a file in the filing cabinet.

- All parties will be expected to endeavour to carry out any actions planned in the pre-decided timescale.
- Ad hoc supervision- discussion that takes place as the need arises will be available to all staff .
- Staff members are reminded any safeguarding concerns regarding a child, their family or another member of staff should be discussed immediately following the procedures in Stoborough Nursery Safeguarding Policy.

**The Supervision Agreement**

- Clarify the roles and responsibilities and organisational requirements.
- Build an understanding of each other’s perspective and any factors that might affect the process
- Acknowledge that effective s supervision may not always be comfortable and exploring how power, authority and differences of opinion may be negotiated.

**This policy was adopted at meeting of the Stoborough Nursery Committee on**

.....

**Signed on behalf of the Committee by**

.....