



Supervision/Appraisal Policy

Supervision is a requirement of the Early Years Foundation Stage and is an integral part of day-to-day Pre-School life. Supervision occurs both formally and informally and is always governed by the standards set out in this policy.

Lavington Pre-School 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.
- The delivery of supervision must be a priority.
- All staff have the right to receive regular formal supervision from management who have received appropriate training and are supported within their role.
- All staff have a responsibility to participate in supervision and attend formal sessions.

Definition – what is supervision?

For the purposes of this policy supervision is defined as a process by which a senior member of staff is given responsibility by the Pre-School to work with other members of staff in order to meet certain organisational, professional and personal objectives in order to promote positive outcomes for staff, parents and children.

The objectives are:

- Competent, accountable performance.
- Continuing professional development.
- Personal support.
- Linking the individual to the Pre-School.

The process of supervision is supported by the development of a relationship between Management and staff which provides a safe environment to support the member of staff and facilitate reflection, challenge and critical thinking.

Statement of Expectations

Lavington Pre-School will:

- Prioritise supervision as an important activity within the Pre-School.
- Provide training and on-going development opportunities for staff.
- Ensure appropriate space is provided for one-to-one meetings.
- Regularly evaluate the quality of supervision being provided.

The Manager will:

- Ensure the delivery of one-to-one appraisal meetings 3 times a year
- Ensure that a written record of the meeting is completed

- Ensure that the prime focus of supervision is the quality of service being received by children and families.
- Ensure the supervisee is clear about how to raise any concerns about the quality of supervision being received.
- 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 management and use their own supervision to reflect on their supervisory practice.

Supervisees will:

- Take responsibility for attending one to one appraisal meetings.
- Prepare adequately for the meeting 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 manager.

Method of delivery

- A relationship between the manager and the supervisee is fundamental to the supervisory process and supervision will take place in a variety of settings and circumstances.
- One to One supervision is at the heart of the process and all staff should receive regular formal one to one meetings.

Who is supervision for?

- All members of staff, including volunteers, will be offered supervision. A meeting will be offered once every full term on a pre-arranged date and time and will be carried out during working hours unless prior arrangements are made.

Supervision/Appraisal meetings

- Ad hoc supervision is the dialogue that takes place between management and a staff member as the need arises.
- This should be available to all staff but is not a substitute for a formal one-to-one appraisal meeting.
- The value of ad hoc supervision is that it is an important way of supporting staff, improving performance, keeping pace with change and ensuring that organisational requirements are met. It should be recorded if deemed necessary.

Recording Supervisions/ Appraisals

- The content of discussions and any decisions made in formal or informal supervision about a child or family will be recorded on the child's record.
- The content of one-to-one supervision sessions/appraisal meetings regarding the development and support needs of the staff member will be recorded, agreed by both parties and placed in the employee's file.

Monitoring and Review

Supervision will be monitored regularly and reviewed 3 times per year as part of the appraisal meeting.

Accountability

Any issues discussed during supervision/appraisal are confidential. However, if the Manager feels they need to discuss any information with the Chair of the Management Committee this will be conducted in a confidential manner.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Supervision Policy: The Chairperson is responsible for overseeing the annual review.

The Lavington Pre-school Supervision Policy was adopted on:

Date: **Signed:**

Name: **Post:**

The Lavington Pre-school Supervision Policy was reviewed on:

Date: **Signed:**

Name: **Post:**

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