

General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

4.5 Supervision Policy

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.4 The wider context	

Supervision is a framework to provide direction and guidance to individual staff members on a regular basis. Effective supervision provides support, coaching and training for the practitioner and promotes the interest of children. At Sandbach Heath (St. John's) Playgroup our supervision framework fosters a culture of mutual support, teamwork and continuous improvement that encourages confidential discussion of sensitive issues. (3.10 – EYFS 2012).

Supervision provides opportunities for staff to:

- Discuss any issues concerning children's development or well-being.
- Identify solutions to address issues as they arise.
- Receive coaching to improve their personal effectiveness.
- Receive feedback on their performance.
- Clarify roles and responsibilities.
- Discuss career progression.
- Have a documented record of their individual progress.

The benefits of supervision for the setting are:

- Improve communication with staff.
- Problems identified at the earliest opportunity.
- Faster more effective solutions to any problems and concerns.
- Written record of the supervision meetings.
- Formats of supervision meetings

Supervision meetings will take place every term and will be conducted one to one in a confidential environment lasting approximately 30 minutes to one hour.

The standard 'Agenda' items for a supervision meeting will be:

- Work activity Roles, responsibility, current and planned activities.
- Progress and performance feedback on the implementation of the role, identification of training needs and career progression.
- Issues and concerns – Specifically in relation to the safeguarding duty and discussing concerns about the behaviour of adults both colleagues and parents. This section can

include issues in relation to poor time keeping, attitude to work and relationships with others.

- Support –Discussing support the member of staff may need following any issues raised or personal issues. Resources needed to fulfil any current work activity.

Supervision meetings will be recorded on a standard Supervision Meeting Record and a signed copy will be given to the member of staff and the original will be kept in their personal staff file. This will either be hand written at the meeting or typed after the meeting.

Supervision meetings will be a two way process, where both the member of staff and their supervisor have the opportunity to raise items for discussion. The meetings are a constructive and supportive tool to allow the member of staff and the supervisor time to reflect on current work activity and identify any issues and concerns at the earliest opportunity.

This policy was adopted by	Sandbach Heath (St. John's) Playgroup	<i>(name of provider)</i>
On	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	

4.5

Supervision Policy

This policy was adopted at a meeting of Sandbach Heath (St. John's)
Playgroup

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management
committee

Name of signatory

Role of signatory (e.g. chair/owner)