

Early Days Nursery School Ltd

Supervision of Staff Policy

EYFS: 3.21, 3.22

At Early Days Nursery School, we implement a system of supervision for all our staff following their induction and probation period. Supervision is part of the nursery's overall performance management system and promotes a culture of mutual support, teamwork and continuous improvement. It encourages the confidential discussion of sensitive issues including the opportunity for staff and their managers to:

- Discuss any issues – particularly concerning children's development or well-being, including child protection concerns
- Identify solutions to address issues as they arise
- Receive coaching to improve their personal effectiveness
- Develop their own skills in order to progress in their role
- Discuss any concerns relating to changes in personal circumstances that might affect an individual's ability/suitability to work with children.

The frequency of supervision meetings is set according to the individual development /concerns of members of staff but will be a minimum of every six to eight weeks. A template agenda is used in all meetings to ensure consistency across the nursery. This clearly sets out who does what and the timeframe, i.e. what the manager is responsible for and what the practitioner needs to do.

The supervision format is divided into sections for discussion including job description, teamwork and staff relations, well-being and workload, key children's development, training, or profession development and set targets. We ask a safeguarding question each supervision to keep safeguarding at the forefront of practitioners' thoughts and check any changes to the suitability of the staff to work with children.

As stated above, there may be times when supervision may be increased for members of the team as and when needed, i.e., if they have particular concerns about a child or if they are going through personal circumstances at home, for new starters, staff returning after long-term illness, on request from staff.

It is the responsibility of the manager to plan time to ensure that all staff have supervisions and for the management team to plan time for their own supervisions. Supervision is carried out by the management team or room leaders. The nursery manager/deputy carries out supervisions for room managers. The nursery manager will carry out supervisions for the deputy. The nursery owner and nominated person carry out the supervision for the nursery manager. If for any reason a supervision is cancelled a new date will be rearranged within 7 days.

All members of staff responsible for carrying out supervisions are trained and supported prior to carrying these out.

Supervision meetings offer regular opportunities for members of staff to raise any changes in their personal circumstances that may affect their suitability to work with children. This should include any incidents resulting in a reprimand, caution or prosecution by the police, any court orders or changes to their health, their medication, or changes to or incidents affecting members of their household that may disqualify that person from working with children. These changes are recorded as a declaration on the individual member of staff's supervision form and appropriate action is taken, where applicable, in line with the safeguarding/child protection and disciplinary procedure.

Staff have a responsibility to ensure that they are available for supervision meetings. Information shared in supervision sessions is confidential. The supervision process will be evaluated through discussion between the management team and used as part of the performance monitoring system of the nursery.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>16th February 2022</i>	<i>Gina Chamberlain and Tracey Webb</i>	<i>February 2023</i>