

Hartlebury Early Years Supervision Policy

In accordance with the revised Statutory framework for the Early Years Foundation Stage 2012 staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare Requirements Clauses 3.19 and 3.20 as follows:

3.19 Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

3.20 Supervision should provide opportunities for staff to: • Discuss any issues – particularly concerning children’s development or well-being. • Identify solutions to address issues as they arise; and • Receive coaching to improve their personal effectiveness

Purpose of supervision meetings

Supervision is an opportunity to meet at regular intervals to discuss and provide support and empowerment to staff to make sure they feel equipped and happy to fulfil their job effectively. The meeting needs to foster a culture of open discussion.

Supervision is a means to ensure staff are clear about what their job is, what the school wants them to do, to raise safeguarding concerns about particular children and to be supported to do that job well. The meeting gives parties the opportunity to evaluate and review workloads and performance so that learning and development can take place and to identify performance shortfalls, encourage and motivate staff and initiate training, support and /or coaching. Supervision does not replace the annual Performance Management.

Supervision or Performance Management, what’s the difference?

Supervision is a regular one to one meeting in order to meet organisational, professional and personal objectives. This should include current feelings and well-being, concerns or constraints and review of notes from last supervision.

Performance Management is an annual meeting to

- assess and record a staff members performance, potential and development needs over the year (what has gone well/not so well?)
- set measurable targets and objectives for the coming year
- identify training needs and support continuing professional development

It is important to remember that although Performance Management and Supervision are different, annual targets from appraisals should be discussed and reviewed through supervision and changed or adapted as necessary.

Responsibility

The manager is responsible for ensuring that regular supervision meetings are conducted with every member of staff. The member of staff is responsible for ensuring that they meet the required standard for the job.

Process and Frequency

Supervision is an essential part of the effective working relationship between a member of staff and a manager. The meetings are a two way discussion between a member of staff and their manager and to be effective each person must take an equal responsibility for ensuring effective communication and cooperation and recognition of the value of supervision meetings for both parties. All staff must be provided with a regular supervision (1-1) meeting with their manager at least once every six weeks which is booked in advance at an agreed time. There must be a written record of the meeting using the attached Supervision Record Form.

What to cover at Supervision Meeting

The content of the supervision meeting will be to:

- find out about staff as individuals and enable them to see where the setting is going and how they can contribute to it
- an opportunity to respectfully challenge practice
- to manage performance and capabilities
- identify any performance concerns and improvements required
- discuss any issues of concern about particular children
- identify appropriate support and guidance with regard to all aspects of work including support in dealing with particular children and their individual needs
- identify any training and development needs.
- Reflect on, analyse and evaluate own practice

Supervision Standards

Staff should expect

- To be listened to.
- To be given clear objectives and standards, appropriate deadlines and help in achieving their objectives.
- To be able to question how things are done and what is expected.
- To be given the opportunity and time to be express any concerns.
- To be ensured of confidentiality.
- To be given appropriate support, and receive coaching where necessary.
- To be told in a constructive way if their work is poor, incompetent or unacceptable and to have a strategy for improvements discussed and agreed.
- To be told when a piece of work has been done well.
- To be involved in decision making and problem solving.

Line manager should expect:

- To have their management responsibilities understood and respected by the staff they manage.
- That once targets and/or objectives are set the member of staff will produce work to an agreed standard.
- That staff will demonstrate a willingness to strive for continuous improvements.
- That staff will be open, honest and non-defensive when their work is being discussed.

Recording Supervision Meetings

The supervision meeting will be recorded on the attached **Supervision Record Form** and should be completed by the manager within 5 working days. Both parties will sign the record and agree the date for the next supervision meeting. A copy of the supervision record will be given to the member of staff. To ensure that the confidentiality and identity of individual children is maintained within the supervision record, no names of the children discussed will be used, only initials.

Hartlebury Early Years

Supervision Agreement

Between: _____

and _____

Frequency: once every half term

Location: PPA office

Duration of Session: 30 minutes

Agenda and Structure

Preparation work will have been completed by both the supervisor and supervisee, and where possible, an agenda set before the Supervision session.

Set agenda items will include:

- Where you are now and where you would like to go
- Training opportunities
- Well being

These will be discussed and reviewed at every session. Additional agenda items will be prioritised at the beginning of the session by both parties to ensure the most effective use of the time. Each session should last 30 minutes. In the event of a serious disagreement or concern a session may be extended or reconvened at a mutually convenient time.

Record keeping and Confidentiality

All Supervision sessions will be recorded including areas covered, discussion points, agreed action plans, timescales and who is responsible for each action. Copies of the record will be available to both the Supervisor and Supervisee, and access permitted in the following situations:

- Auditing
- Grievance
- Disciplinary
- Safeguarding
- Complaints

Cancellations

In the event that a scheduled supervision session needs to be cancelled, it will be re-scheduled at the point of cancellation. The session should be re-scheduled to take place within 5 working days of the date of the original booked session. It is the responsibility of both the Supervisor and the Supervisee to ensure that the new session is carried out as soon as is conveniently possible.

Disagreements

Areas of disagreements between the Supervisor and Supervisees will be recorded on the supervision records. Areas of disagreements that cannot be resolved may be referred to the Head Teacher.

Review of Supervision

The supervision process including, content, length, frequency, format and record templates should be reviewed by all participants within the supervision process at least annually.

Agreement

We agree that the supervision will be given and received in accordance with Hartlebury Supervision Policy, wherein more details regarding supervision can be located.

Signed: _____

Print Name: _____

Supervisee

Signed: _____

Print Name: _____

Supervisor

Hartlebury Early Years

Supervisee: _____

Supervisor: _____

Date: _____

Agenda

Review of previous supervision
Concerns/Team issues/Support
Learning and Development
Achievements
AOB

Record of Discussion	Agreed actions: When and by whom

Signed:

Print Name:

Signed:

Print Name: