



# Buckles and Bows Supervision Policy

"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."

(Statutory framework for the Early Years Foundation Stage 3.19)

## Introduction

It is now a legal requirement (*EYFS safeguarding and welfare requirements 2014*) that all staff in direct contact with children receive regular supervision.

The aim of this policy is to provide a framework for the one to one supervision of any staff working for Buckles and Bows Pre-School Nursery who are in direct contact with children.

The policy has been written, following consultation, to ensure it meets the needs of the setting, the staff and their supervisors, regardless of their job role.

## Promoting a safeguarding culture in the setting

Supervision will support and strengthen the safeguarding culture we are committed to for our setting. Supervision will promote and model the following indicators of a safe setting:

- Staff are respectful to all employees as well as children
- Staff are open about discussing good and poor practice
- Blame only occurs in extreme circumstances
- Managers model the appropriate behaviour
- Staff are knowledgeable about the vulnerability of the children that they look after
- Staff are aware that abusers may already be in the employment of the organisation
- Children are listened to
- Staff are empowered to challenge poor practice
- Parents are encouraged to be involved in planning their child's care and are welcomed into the setting
- Whistle-blowing procedures are in place and staff know how to use them

## Supervision policy Statement

Buckles and Bows Pre-School Nursery aims to provide appropriate, responsive and flexible services for all the children in our care.

We can only do this if our staff:

- Understand what is expected of them
- Have the skills, knowledge, behaviours, values and attitudes necessary to carry out their role
- Are fully supported in their work and managed effectively.

Supervision is one of the ways that this can be achieved. This policy sets out how staff can expect to be supervised and provides managers with the key elements needed to supervise staff effectively.

**Supervision will always keep a focus on the best interests of the children in the setting and promote their safety and well-being.**

### **Definition of supervision within the performance management framework**

Individual performance management within Buckles and Bows Pre-School Nursery involves three elements:

- 1. Supervision** – a one to one meeting, held every term, between the Manager and individual in order to meet organisational, professional and personal objectives.
- 2. Appraisal** – an annual meeting, with the individual and their supervisor:
  - review the individual's performance and identify what has gone well, and what hasn't gone so well over the last year
  - set measurable objectives and/or targets in line with their team objectives and/or targets for the coming year
  - have the opportunity to identify learning and development to help the individual carry out his/her job better, both now and in the future.
- 3. Learning and Development Planning** – this forms part of the appraisal process and aims to encourage the individual to identify and evaluate learning that has taken place during the previous year and plan for learning and development opportunities for the coming year. A six monthly review will be conducted to ensure that the plans are still relevant and up to date in accordance with any changes, e.g. in job role.

The supervision process is a key part of the performance management framework as outlined above. Discussions held and recorded during supervision will form part of the appraisal process.

### **Scope of this policy**

This policy applies to all staff employed by Buckles and Bows Pre-School Nursery that have direct contact with children, whether on a temporary (including Learning support assistants), permanent, full time or part time basis