



Title	Supervision of staff
Code	LGPGSOS
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To be reviewed on	March 2020
Setting Details	Linton Granta Playgroup and Toddlers, The Activity Room, Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk

Policy Statement

The revised EYFS came into effect on 1st September 2012. Supervision of staff is now a requirement of the EYFS.

The Statutory Framework for the Early Years Foundation Stage states:

3.21 '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.'

and

3.22 'Supervision should provide opportunities for staff to:

- * Discuss any issues – particularly concerning children's development or Well Being including child protection concerns.
- * Identify solutions to address issues as they arise and
- * Receive coaching to improve their personal effectiveness.'

At Linton Granta Playgroup we believe that effective Supervision provides support, coaching and training for the practitioner which will positively impact on their practice. Supervisions also promote the interests of children and foster a culture of mutual support, teamwork and continuous improvement. The Supervision process at Linton Granta Playgroup will show a commitment to positive working relationships, open channels of communication and addressing training needs.

Procedure

The aim is to carry out Supervisions with staff every 6 weeks. Supervisions will be carried out between the practitioners and the Playgroup Leader and will take place in the office, allowing sensitive and confidential information to be shared if necessary.

There are many benefits of the Supervision process at Linton Granta Playgroup

The benefits for the Playgroup:

- To assist the practitioner in understanding the organisational values, where the playgroup is going and how the practitioner contributes to these.
- To make sure children and their carers receive a quality service.

- To ensure implementation of policies and procedures.
- To improve communication.
- To ensure that the practitioner meets the playgroups objectives and standards.
- To promote clear communication between the organisation and the practitioner.

When staff feel valued in their role, this positively contributes to developing and maintaining a quality learning and nurturing environment for the children and families attending Linton Granta Playgroup.

Benefits for the practitioner:

- To ensure that the practitioner is clear and competent about his or her role, responsibilities and accountabilities.
- To reflect on, analyse and evaluate their practice.
- To set, agree and review SMART (Specific, Measurable, Achievable, Realistic, Timely) goals and objectives.
- To provide constructive feedback.
- To ensure consistency of practice.
- To value and appraise the practitioners work.
- To promote the health and Well Being of the practitioner.
- To understand their role in the children's workforce.
- To set clear boundaries.
- To build Self Confidence.
- To identify learning needs.
- To improve team working and
- To increase transparency and openness.

At Linton Granta Playgroup we want our Supervision process to be effective and worthwhile for all involved. All information shared within Supervisions will be treated sensitively and confidentially as appropriate. All practitioners can be assured that they will:

- Be treated in an anti-discriminatory manner
- Have their own feelings and opinions recognised
- Be treated as an adult
- Be able to disagree if necessary
- Be listened to
- Be briefed about changes.

Effective Supervisions take place when practitioners feel comfortable with discussing all aspects of their work. To encourage this, it is important to clarify what will happen to the information discussed. The practitioner and the Playgroup Leader will have access to the Supervision record. Although this is a confidential document, it is also an organisational document which does not belong solely to the Playgroup Leader and practitioner. As such there may be some situations which occur which means that the Supervision record may be accessed by other parties.

Such situations might include:

- Auditing
- Grievance
- Disciplinary Procedure
- Internal/External inquiry
- Complaints

The Supervision Process:

Supervisions are vital as they provide practitioners with an opportunity to have their skills, knowledge and experience evaluated and recognised.

Practitioners will be given the date in advance, allowing them time to prepare and reflect on their practice. Staff may like to make notes on their practice to discuss with the Playgroup Leader. As part of the Supervision will involve reflecting on the needs and requirements of Key Children

and their families, this is an opportunity to promote the safeguarding and welfare of children in our care.

Please note: You can speak to the Playgroup Leader at any time. Please do not wait for your next Supervision or Appraisal.

We will discuss:

- The needs, behaviours and feelings of children and/or families, including the children's development and well-being.
- The staff member's confidence, reactions, and responses in their work with children and/or families.
- The staff member's interaction with children, families and other team members.
- The consequences of the staff member's actions and attitudes, and, if necessary, alternative ways of responding and interacting.
- Work and practice issues, if there are any conflicts and problems relating to work, we will consider how we can provide a solution wherever possible and
- We will discuss and evaluate training and personal development needs.

The process:

- The Supervisions will be a two way process during which information is shared and discussed confidentially and sensitively
- The Playgroup Leader will listen and concentrate on what the person is saying without interruption. The Playgroup Leader will expect the practitioner to do the same.
- The Playgroup Leader will challenge where appropriate and the practitioner is able to do the same.
- Constructive feedback will be provided and aspects of practitioners work will be praised and acknowledged.
- The practitioner and Playgroup Leader will share any relevant information.

This policy was adopted at a meeting of Linton Granta Playgroup			
Held on			
Date to be reviewed			
Signed on behalf of the Management committee	First signatory	Second Signatory	Approved By
Name of signatory			
Role of signatory	Chair	Secretary	Policy Co-Ordinator