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## Supervision Policy

Supervision provides support, coaching and training for the practitioner and promotes the interest of children, supervision should foster a culture of mutual support, teamwork and continuous Improvement which encourages the confidential discussion of sensitive issues. The aim of supervision is to provide staff with the opportunity 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

Bradpole Preschool recognises that:

- Staff supervision is integral to the effective delivery of services
- The quality of staff supervision impacts on outcomes for the children and their families
- The delivery of supervision must be a priority task within the organisation
- All staff within have the right to receive regular formal supervision from supervisors who have received appropriate training and are supported within their supervisory role
- All staff have a responsibility to participate in supervision and attend formal sessions
- The process of supervision is a shared responsibility: staff and their supervisors are expected to contribute to the effectiveness of the process and the organisation has a responsibility to facilitate a culture which supports the process

Bradpole Preschool recognises that supervision is a requirement of the Early Years Foundation Stage (2021) and this policy is based on the premise that the supervision of staff is an integral part of the day to day business of our organisation.

The Supervisor is given responsibility by the preschool to work with staff in order to meet certain organisational, professional and personal objectives in order to promote positive outcomes for everyone who uses the setting.

The Preschool will:

- Prioritise supervision
- Ensure that all staff have a named supervisor and line manager
- Provide training and on-going development opportunities for supervisors
- Ensure appropriate space is provided for one to one meetings
- Regularly evaluate the quality of the supervision being provided



2G

The Supervisor will:

- Ensure the delivery of one to one supervision sessions every term
- Ensure the supervision is recorded in the children's records and staff records
- Ensure the prime focus of supervision is the quality of service the preschool provides for all the children and families
- Use the supervision to develop a relationship with the supervisee so they can be supported in their work and reflect on their practice
- Ensure the supervisee is clear about how to raise any concerns about the quality of supervision being received
- Use the supervision to enable the supervisee to learn from good practice and give constructive feedback to promote professional development
- Address any performance concerns as they arise and work positively with supervisee to improve practice
- Take responsibility for their own personal development as a supervisor and use their own supervision to reflect on their supervisory practice

The Supervisee will:

- Be responsible for attending one to one supervision sessions as set out in their supervision agreement
- Prepare for supervision and take part in process
- Raise any concerns that they have about the quality of the supervisory relationship with the supervisor or, if this is not possible, the third party named in their agreement

### Method of delivery

A relationship between a supervisor and supervisee is fundamental to the supervisory process and supervision may take place in a variety of settings and circumstances.

- **One to one Supervision** is at the heart of the process and all staff should receive termly formal one to one supervision
- **Ad Hoc Supervision** is the informal process that takes place between a supervisor and supervisee as the need arises and is available to all staff but is not a substitute for formal one to one supervision. The value of ad hoc supervision is that it is an important way of supporting staff, improving performance, keeping pace with change and ensuring that organisational requirements are met. It should be recorded in line with these procedures. This can take place at any time where the need arises

Supervision will take place once every term in the preschool staff room for 30 minutes and is reviewed annually every November.



2G

## **The Supervisory Agreement**

Is a written agreement given to every supervisee at the start of their employment and is signed by both parties and is stored in the supervisee's file. The written agreement is a working tool and is reviewed annually in the November.

This policy was updated at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn Term 2023

Date to be reviewed: Autumn Term 2024