

PARK SCHOOL – SUPERVISION OF EARLY YEARS STAFF POLICY

1. INTRODUCTION

- 1.1 At Park School and Nursery we implement a system of supervision for all of our staff following their induction and probation period. Supervision is part of the Early Years 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:
- 1.1.1 Discuss any issues – particularly concerning children’s development or well-being, including any safeguarding concerns.
 - 1.1.2 Identify solutions to address issues as they arise.
 - 1.1.3 Receive coaching to improve their personal effectiveness.
 - 1.1.4 Develop their own skills in order to progress in their role.
 - 1.1.5 Discuss any concerns relating to changes in personal circumstances that might affect an individual’s ability/suitability to work with children.

2. GENERAL INFORMATION

- 2.1 The frequency of supervision meetings is at least 3 times per year according to individual needs. A template agenda is used in all meetings to ensure consistency across the EYFS. This clearly sets out who does what and the timeframe, e.g. what the manager is responsible for and what the practitioner needs to do. We also record informal meetings as records.
- 2.2 There should always be something that a member of staff can discuss, e.g. a particular child’s development, strengths or concerns. However, if there are times where staff may be struggling to identify areas to discuss in a supervision, we will ask them to identify three things they have enjoyed about their job/done well since the last supervision and one thing they have least enjoyed/requires further improvement. They will be asked to complete this prior to supervision.
- 2.3 There may be times when supervision may be increased for members of the team as and when needed, e.g. 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.
- 2.4 It is the responsibility of the Head of Early Years/Nursery Management to plan time to ensure that all staff have supervisions.
- 2.5 At Park School and Nursery supervision is carried out by the Nursery management team and Room Leaders for Nursery and Head of Early Years for Reception.
- 2.6 All members of staff responsible for carrying out supervisions have done training either in-house or externally.
- 2.7 Supervision meetings also offer regular opportunities for members of staff to raise any changes in their personal circumstances.
- 2.8 Staff have a responsibility to ensure that they engage with supervision meetings and that the necessary paperwork is complete. Information shared in supervision sessions is confidential. The supervision process will be evaluated annually through staff feedback and is used as part of the overall performance monitoring system at Park.