

Staff Supervision Policy

At Bright Sparks Nursery we implement a system of ongoing supervision for all of our staff following their induction and probation period. Supervision is part of the nursery's 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:

- Discuss any issues – particularly concerning children's development or well-being, including child protection concerns
- Identify solutions to address issues as they arise
- Receive coaching to improve their personal effectiveness
- Develop their own skills in order to progress in their role
- Discuss any concerns relating to changes in personal circumstances that might affect an individual's ability/suitability to work with children.

The frequency of formal supervision meetings is termly but monitoring is completed according to individual needs. A template agenda/ form is used in all formal meetings to ensure consistency across the nursery. This clearly sets out who does what and the timeframe, i.e. what the manager is responsible for and what the practitioner needs to do. A date and time along with the format is given in advance and formally booked into the nursery diary at least a week in advance so that deployment of staff can be effective to cover the supervision appointment.

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 consider this prior to their supervision in their supervision appointment letter.

There may be times when supervision/ contact with Head of Early Years may be increased for members of the team as and when needed, i.e. 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.

It is the responsibility of the Head of Early Years to plan time to ensure that all staff have supervisions. At Bright Sparks Nursery at least one formal supervision is carried out by the Head of Early Years and the next two supervisions will be carried out by the Deputy Managers and Seniors alongside the Head of Early Years. The Deputy Managers have supervisions completed by the Head of Early Years and the Head of Early Years has a supervision and teacher Performance Management Review completed by the College Principal, Mr M Kennedy.

All members of staff responsible for carrying out supervisions are trained and supported prior to carrying these out.

Supervision meetings also offer regular opportunities for members of staff to raise any changes in their personal circumstances that may affect their suitability to work with children. This should include any incidents resulting in a reprimand, caution or prosecution by the police, any court orders or changes to their health. These changes are recorded as a declaration on the individual member of staff's supervision form and appropriate action is taken, where applicable, in line with the safeguarding/child protection and disciplinary procedure.

Staff have a responsibility to ensure that they are available for supervision meetings and that the necessary paperwork is complete. Information shared in supervision sessions is confidential. The supervision process will be evaluated once a year through staff feedback and is used as part of the overall performance monitoring system at the nursery.

A copy of the supervision record is retained by the supervisor and a copy is provided to the supervisee along with a copy of any additional notes. Each member of staff has a supervision file which is held securely at all times. This has been explained to all staff as part of ongoing GDPR practice.

During supervisions any training needs will be identified along with any actions deemed necessary based on the discussions in the supervision either relevant to the children, the staff or the nursery facilities and resources.

Ongoing Supervision Procedures

At Bright Sparks Nursery there is a high population of staff. In order to maintain a high level of staff monitoring there is an ongoing suitability and observation monitoring system on our Connect Childcare Management System. This monitors:

- DBS Renewal
- Inductions
- Supervisions
- Peer to peer observation or focused observation for example SSTEWS, Interaction, Use of Language, Continuous Provision
- Staff Meetings attended
- Staff Training

The Head of Early Years monitors:

- Staff Memos signed for or email read including LCSB 7 Minute briefings, Accident Slip Reviews, Policies, Changes in procedures, notable events compliments and complaints
- Contact with Head for example personal issue, monitoring for support, attendance issues, key child, parent conflict, speech and language referrals, SEN meeting, Leadership team meeting and follow up actions.

All aspects of our Staff Supervision and Ongoing Suitability procedures ultimately focus on promoting the interests of the children.

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