

# The Children's Workshop

## **STAFF SUPERVISION POLICY**

Supervision is a formal and recorded process through which the professional actions of staff are examined and regularly reviewed. It provides a recorded system of decision-making that is audited to improve practice.

Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development. Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to;

- Discuss any issues particularly concerning children's well being and development
- Identify solutions to address any issues as they arise
- Receive coaching to improve their personal effectiveness.

At the Children's Workshop all practitioners who work directly with the children and their families are supervised by their designated line manager.

Supervision meetings are held every term for each member of staff.

Meetings will take place in the office/quiet room and will not be interrupted.

Supervision agreements are drawn up for staff.

A copy of the supervision form will be given to the supervisee and a copy is also kept in the supervisee's file. Each member of staff has a personal file that is securely filed away. Confidentiality is respected however there are times when information provided by the supervisee will be shared with other managers and outside agencies.

All points raised will be reviewed and acted on within an agreed timescale.

All supervision meetings will include discussions concerning the development and well being including safeguarding of the children in their care including key children.

Where concerns are raised, the supervisor and supervisee must seek to identify solutions and identify further actions to be taken-these are recorded on the child's file and may include support from external agencies.

During supervision meetings members of staff are able to discuss any concerns they may have about inappropriate behaviour displayed by colleagues.

Staff are also asked to disclose any convictions, cautions, court orders, reprimands and warnings relating to themselves (or anyone in their household) which may affect their suitability to work with children that have occurred during their employment with the setting.

Staff will also be asked if they have any personal concerns and whether they are taking any medication that could affect their work. Any new information will be referred to Joan Tait (owner) and any other relevant agencies.

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<b>This policy was adopted on</b>	<b>Signed on behalf of the pre-school</b>	<b>Date for review</b>
<i>October 2018</i>		<i>October 2019</i>