

## Felixstowe Nursery School

<b>Safeguarding and Welfare Requirement: Staff qualifications, training, support and skills</b>
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Providers have to put appropriate arrangements in place for supervision of staff who have contact with children and families.
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### Staff Supervision

This policy forms part of a suite of policies relating to staff recruitment, retention and development. (Employment Policy, Induction of Staff, Volunteers and Managers Policy, Grievance Procedure, Disciplinary Policy). These policies ensure that staff have appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities. We believe that quality supervision links to staff retention and motivation, performance managements and safeguarding of all employees and children.

#### **Statement**

**The Statutory Framework for the early year's foundation stage, Setting the standards for learning, development and care for children from birth to five effective from September 2014 states that:-**

“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.

3.22. Supervision should provide opportunities for staff to:

- **discuss any issues** – particularly concerning children's development or well-being;
- **identify solutions** to address issues as they arise; and
- receive **coaching to improve** their personal effectiveness.”

**Supervision is a legal requirement** – in the revised EYFS Statutory Framework (2014) supervision of staff becomes a **'must'** rather than the **'should'** it was in the previous EYFS (2012).

## **Procedures**

### **Supervision is not the same as appraisal**

- 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 and to improve the service that is provided to children and parents.
- 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.

### **Confidentiality**

- The content of supervision meetings will be confidential to the two people concerned, except where either person needs to speak to the supervisor's line manager (in which case the other person will be advised of this); it is agreed that certain information will be shared with others (e.g. about training needs or matters which affect other people); the supervisor's line manager needs to check supervision records for monitoring purposes.
- If either person is unclear about the boundaries of confidentiality on a particular issue, this will be discussed at the time the issue arises. Staff will keep these notes in their Personal Development Portfolio along with copies of their annual appraisal.

### **Frequency of Supervision Meetings**

- Supervision meetings will take place in a cycle with the annual appraisal. The appraisal will be held at the start of the academic year (September) and set out objectives for the forthcoming year.
- Supervision meetings will be held every 8-10 weeks. These will allow both employee and supervisor to discuss progress against annual objectives, the completion of children's Learning Journeys, training needs and any day to day issues particularly concerning the development and well-being of children.
- Targets may be set for the following term and coaching may be provided for the improvement of personal effectiveness

## **What is Discussed in Supervision?**

- The notes of the previous meeting will form the starting point of the discussion to allow a review of work since that meeting. The employee's current work and workload including reference to the Learning Journeys of their key children is important in considering the development and well-being of the children in the setting.
- There will be an opportunity to talk through any peer observations completed, both by the employee and of the employee's performance by colleagues. These along with supervisor observation and concerns raised by the employee will help to inform and allow discussion of future work plans.
- Attendance and welfare issues should also form part of the supervision discussion.
- Any training and development needs or requests will be discussed. This will include briefing for any forthcoming training events and a review of training events held in the last supervision period
- The meetings will be held in a private room and will last for about an hour.
- The supervision meeting is aimed at true reflective practice in order to improve the provision provided in the setting

## **Recording of Supervision Meeting**

The supervisor will record notes of the meeting and these will be provided to the employee within a week of the meeting. The employee will be given an opportunity to read through and both the supervisor and employee will then sign the notes as agreed and these will form part of the employee's Personal Development Portfolio.

## **Peer Support**

- To develop teamwork and foster mutual support, staff will complete peer supervision throughout the term. By observing others staff will learn from each other regardless of their experience within the setting. Strengths can be identified and targets developed to help improve professional practice.
- Feedback will be offered supportively, constructively and in a private place. Good practice is to identify 2 areas of strength and one target for development. The aim of the peer support is to build expertise and confidence. The peer observation should last around 15-20 minutes.

- The observation record and feedback will also be recorded on the appropriate form and these will form part of the supervision discussion.
- Each member of staff will complete peer observations on their colleagues.

**This policy was adopted at a meeting of Felixstowe Nursery School.**

**Held on .....**

**Date to be reviewed.....**

**Signed by Chairperson.....**

**Signed by Manager.....**

*This Policy is a Requirement of the Statutory Framework for the Early Years Foundation Stage September 2014*

*(Department for Education Reference: DFE-00337-2014)*

*Based on Pre school Learning Alliance policies & procedures*