



Staff Supervision Policy

Statement of intent

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.

Supervision meetings should provide opportunities for staff to:

- Discuss any issues – particularly concerning children's development and well-being
- Identify solutions to address issues as they arise; and
- Receive coaching to improve their personal effectiveness
- Receive feedback on their performance.
- Clarify roles and responsibilities.
- Discuss career progression.
- Have a documented record of their individual progress.
- Names e.g. children, staff, parents etc. that crop up in the supervision meeting will be coded or written as initials (data protection).

The benefits of supervision for the setting are:

- Improve communication with and between the staff.
- Problems identified at the earliest opportunity.
- Faster more effective solutions to any problems and concerns.
- Written records of the supervision meetings and the actions taken to improve outcomes for children.

Methods

Here at Playhouse Pre-school all practitioners who work directly with children and families are supervised by any member of the Management Team.

Supervision meetings are held every term for each staff member.

Supervision meetings are conducted in line with existing procedures and are held in a confidential space suitable for the task.

Supervision agreements are drawn up for all staff.

A copy of the supervision record form is retained by the supervisor and a copy provided to the supervisee.

All supervision meetings must include discussions concerning the development and well-being of each of the supervisee's key children.

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

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All aspects of supervision must ultimately focus on promoting the interests of children.

During supervision meetings members of staff can discuss any concerns they have about inappropriate behaviour displayed by colleagues.

Disclosures

During supervision meetings staff are reminded of the need 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. Any new information is referred immediately to both the line manager and the LADO.

This policy was agreed by the staff of Playhouse Pre-school Broadwater.

Adopted on 15th May 2019 and will be reviewed annually.

Reviewed on 11th November 2025 by Z. Munford