



Supervisions Policy

Through regular supervisions we aim to ensure that each individual is clear about their roles and responsibilities, whilst promoting their professional development. This should enable us to provide a high quality service.

Supervisions should take place termly and be seen as a time for reflection on work based practice. This discussion should take place in a relaxed atmosphere. Ultimately supervisions should reduce stress in staff having the resources to do their job effectively.

Termly supervisions should be planned in advance, where both the supervisor and supervisee have negotiated the agenda. Staff will be informed in advance of the date and time of the supervision, which will take place 1:1 with the worker's line manager. Minutes will be taken by the line manager, and they will be signed by both the worker and the line manager. Targets will be set and evaluated.

Under certain circumstances as it may be necessary to carry out "ad-hoc" supervisions where the line manager may need to address and issue which cannot be left to the next planned supervision. Again, minutes will be taken by the line manager and signed by both the line manager and the worker.

As part of ongoing staff development, the line manager or deputy will observe and evaluate the worker, "peer observations" in the workplace. Feedback will be on a 1:1 basis, where strengths and areas to be developed will be discussed. The observation will be minuted by the line manager and signed by both parties.

This policy was agreed at an Under 5s AGM meeting held on...14.5.2018..... (Date)

Signed on behalf of the preschool.....(Chair)