

1. Introduction

Supervision is a requirement of the Early Years Foundation Stage and this policy is based on the premise that the supervision of staff is an integral part of the day-to-day business of our organisation. It will occur both formally and in other forums including informal discussions and group settings and, in all of these forums the process of supervision should be informed by the standards set out within this document.

The Early Years Foundation Stage states:

“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”

Why is it important?

Supervision gives staff opportunities to reflect upon practice and enables staff to feel that their views are valued and to air their concerns.

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 significance

Lower Covey Montessori Nursery recognises that:

- Staff supervision is integral to the effective delivery of services
- The quality of staff supervision impacts on outcomes for children and their families.
- The delivery of supervision must be a priority task within the organisation.
- All staff within have the right to receive regular formal supervision from supervisors who have received appropriate training and are supported within their supervisory role.
- All staff have a responsibility to participate in supervision and attend formal sessions.
- The process of supervision is a shared responsibility: staff and their supervisors are expected to contribute to the effectiveness of the process and the organisation has a responsibility to facilitate a culture which supports the process.

2. Definition – what is supervision?

For the purposes of this policy supervision is defined as a process by which one worker is given responsibility by the organisation to work with another worker in order to meet certain organisational, professional and personal objectives in order to promote positive outcomes for service users. The objectives are:

1. Competent, accountable performance

2. Continuing professional development
3. Personal support
4. Linking the individual to the organisation

The process of supervision is supported by the development of a relationship between supervisors and supervisees, which provides a safe environment to support the worker and facilitate reflection, challenge and critical thinking.

3. Statement of Expectations

Lower Covey Montessori Nursery will:

1. Prioritise supervision as an important activity within the service.
2. Ensure that all staff who come within the scope of this policy have at least one supervisor who has line management responsibility or their work and welfare.
3. Provide training and ongoing development opportunities for supervisors.
4. Ensure appropriate space is provided for one to one meetings.
5. Regularly evaluate the quality of supervision being provided.

Supervisors will:

1. Ensure the delivery of one to one supervision session at a frequency in line with this policy.
2. Ensure that supervision is recorded inline with the expectations set out within this policy.
3. Ensure that the prime focus of supervision is the quality of service being provided to the children and their families.
4. Use the supervision agreement as the basis for the development of a relationship where supervisees can be supported in their work and reflect on practice.
5. Ensure the supervisee is clear about how to raise any concerns about the quality of supervision being received.
6. Use the supervisory process to learn from good practice and give constructive feedback in order to promote professional development.
7. Address performance concerns as they arise and work positively with the supervisee to improve practice.

Supervisees will:

1. Take responsibility for attending one to one supervision or group sessions as set out in their supervision agreement.
2. Prepare adequately for supervision and take an active part in the process.
3. Take responsibility for raising any concerns they may have about the quality of the supervisory relationship with the supervisor or, if this is not possible, the third party named within the supervision agreement.

4. Method of Delivery

A relationship between the supervisor and supervisee is fundamental to the supervisory process and supervision will take place in a variety of settings and circumstances.

One to one supervision is at the heart of the process and all staff should receive regular formal one to one supervision.

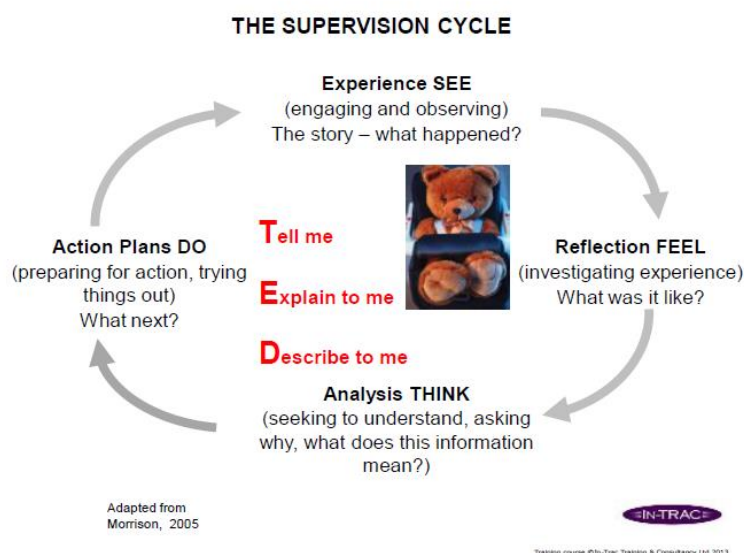
Ad hoc supervision is the dialogue that takes place between a supervisor and supervisee as the need arises. This should be available to all staff but is not a substitute for formal one to one supervision. The value of ad hoc supervision is that it is an important way of supporting staff; improving performance, keeping pace with change and ensuring that organisational requirements are met. It should be recorded in line with these procedures.

6. Frequency

Lower Covey Montessori Nursery will ensure that staff supervision will happen regularly once every half term. Ad hoc supervision will take place when the supervisee or supervisor feels it necessary.

8. Supervision Process and Content

Lower Covey Montessori Nursery will adopt the TED process:



Using the TED process supervisor's will follow the process of: SEE, FEEL, THINK and DO. Supervisors will engage and observe to see what is happening, investigate the experience and feel what it is like, seek understanding, asking why to enable them to analyse and preparing for action by setting action plans.

9. Recording Supervision

Staff supervision will be recorded using a 'Staff Supervision' sheet that enables the supervisor to record the conversation and write notes. Safeguarding concerns, training requirements and targets should be recorded.

Staff should read, understand, sign and date the staff supervision form to agree to the information that has been recorded.

10. Monitoring and Review

Lower Covey will monitor supervision on an annual basis and review procedures to come in line with current changes in Government policy and/or in accordance to the Early Years Foundation Stage (EYFS) framework.

The review of previous supervision meetings will be the initial starting point of the next supervision meeting to enable staff to reflect on the previous meeting and to evaluate and discuss how things have progressed since the last meeting.