

Young Parents Centre Nursery - Supervisions Policy

Supervisions are legal requirement of the Early Years foundation stage and the inclusion of regular supervisions is monitored by Ofsted. The need for good communication is also included in many other legal frameworks.

Policy statement

Here at Young Parents Centre Nursery we consider that supervisions are a positive step in our aim to improve our practice, to promote the development of our staff and to improve the safety, wellbeing and outcomes for the children in our care. In other words 'the child is at the heart of everything we do'

Responsibility

The management committee is responsible for ensuring the implementation of this Policy. The manager, Kath Formby, Is responsible for arranging supervisions for all staff and for keeping appropriate records. Members of staff have a duty to participate and actively contribute, and all parties have a responsibility for the timely implantation of the resulting action.

Frequency

The frequency of supervisions will normally be every term, but this may be changed according to individual needs. Supervisions are a two way process and impromptu supervisions may be requested by a manager or a member or by a member of staff.

The process

Supervisions are to be planned in advance, and should take guidance from supervisions Pro-forma, which will offer some structure to the meeting. There must be a written record of the meeting and the agreed outcomes, using the supervision Record form. The form should be completed by both members of staff within 5 working days of the meeting and both parties should sign the form which should show the details of the next scheduled supervision.

Supervisions are confidential and should be held in a quiet, private location. They are to be undertaken by someone who is deemed to be competent enough to make positive and constructive judgements about the issues under consideration.

Content

Supervisions are to provide an opportunity to reflect upon the standards being achieved in the setting, and to ask if we are meeting the goals that are set out in our vision.

There are two distinct areas to consider:

1 those issues that affect the key children, and to include

- The children's safety
- Any special educational needs
- Learning and development requirements
- Observations and planning
- Parental involvement

2 those issues which affect the member of staff, and to include:

- Any positive achievements to celebrate
- Notes from managers observations
- Development of knowledge and skills
- Any skills that can be shared
- Continuous professional development
- Any particular support that may be required, and
- A review of DBS status

Date of Policy – October 2017

Date of Review – October 2019

Signed

Nursery Manager.....

Chair of Management Committee.....

Supervision Agreement

Here at Young parents Centre Nursery we consider that supervisions are a positive step in our aim to improve our practice, to promote the development of our staff, and to improve the safety, wellbeing and outcomes for the children in our care.

We believe that 'the child is at the heart of everything we do' and the management of YPC Nursery expect all staff to take part in regular supervision sessions.

Agreement

We have agreed on the following structure for our supervision sessions:

- They will usually take place each term or more often if deemed necessary, at a mutually agreed time and date.
- Time will be made available during working hours, but where that is not possible out of hours may be necessary with the agreement of the staff member
- Impromptu supervisions can be requested by the manager or member of staff
- They will last no longer than 1 hour
- They will be undertaken by a person with whom you are familiar and who knows and understands your role
- They will be uninterrupted unless in case of an emergency
- They will be held in a mutually agreed setting which is quiet , comfortable and private
- They will follow the agenda set out in the supervisions record form
- The form allows for additional topics to be covered as appropriate

Signed:

Nursery manager:

Member of staff:

Date: