



Mill Hill | Grimsdell

GRIMSDELL

MILL HILL PRE-PREPARATORY SCHOOL



**STAFF SUPERVISION
POLICY**

Autumn term 2018
To be reviewed Autumn Term 2019



Statement

The Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements, March 2014 states:

3.21 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.

Aims

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 regularly audited to improve practice and to improve outcomes for those with whom we are working. Supervision also enhances and supports individual practice, acting as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.

Purpose

1. To ensure that all staff working in the Early Years Foundation Stage (EYFS) at Grimsdell provide a safe and effective programme which meets the needs of children and their families as well as best practice requirements as outlined in the statutory guidance.
2. To ensure that all staff receive regular and constructive support, guidance and feedback in relation to their work.
3. To ensure all staff are given the opportunity to develop professionally in line with learning needs highlighted as part of their personal development discussion and to address any issues raised as part of their regular supervision.
4. Ensuring that decisions made are in the best interests of children and meet national and local expectations, policies and procedures.



Process, Roles and Frequency

Supervision is an essential part of the effective working relationship between a member of staff and a manager. The meetings are a two way discussion between a member of staff and their manager and to be effective each person must take equal responsibility for ensuring effective communication, co-operation and recognition of the value of supervision meetings for both parties. All staff will be provided with a 1 to 1 meeting once every term of the academic year. Where appropriate all aspects of supervision must ultimately focus on promoting the interests of children. There must be a written record of this meeting using the attached **Supervision Record Form**. Where concerns are raised about a child, the supervisor and supervisee must seek to identify solutions and share these as appropriate – these are recorded in the manner appropriate to the situation and may include support from external agencies. During supervision meetings members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues.

The Reception and Nursery teachers and assistants will be supervised by the Head of Early Years and the Head of Early years will be supervised by the Deputy Head.

Records

All matters discussed during these meetings will be recorded on a **Supervision Record Form** to keep track of agreed discussions and actions, giving a starting point to the next meeting and an opportunity to review where you have got to with any goals or actions. This form should be completed within 5 working days. Both parties will sign the form and a copy given to the member of staff. To ensure that confidentiality and identity is maintained within the supervision record no names of the children discussed will be used only initials. These records will also link with staff appraisals. They should also include any concerns, issues or disagreements that have arisen. The supervision file holds a copy of the **Supervision Agreement** and the **Supervision Record Form** for each member of staff. The supervision file is stored securely at all times.



Mill Hill | Grimsdell

Grimsdell - Early Years Foundation Stage Supervision Agreement

Supervision agreement	Cancellations
<p>Between: _____ and _____</p> <p>Frequency: _____</p> <p>Location: _____</p> <p>Duration of session: _____</p> <p>Agenda and Structure</p> <p>Preparation work will have been completed by both the supervisor and supervisee and where possible an agenda set before the supervision session. Set agenda items will include:</p> <p>_____</p> <p>these will be discussed and reviewed at every session. Additional agenda items will be prioritised at the beginning of the session by both parties to ensure the most effective use of time. Each session should last between 15 to 30 minutes. In the event of serious disagreement or concern a session may be extended or reconvened at a mutually convenient time.</p> <p>Content Supervision will cover:</p> <ul style="list-style-type: none"> D Organisational functions D Professional functions D Supportive functions <p>Record keeping and confidentiality</p> <p>All supervision sessions will be recorded including areas covered, discussion points, agreed action plans, timescales and who is responsible for each action. Copies of the record will be available to both the supervisor and supervisee and access permitted in the following situations: Auditing, Grievance, Disciplinary, Safeguarding and Complaints</p>	<p>In the event that a scheduled supervision session needs to be cancelled, it will be re scheduled at the point of cancelation. The session should be re scheduled to take place within 5 working days of the date of the original booked session. It is the responsibility of both the Supervisor and the Supervisee to ensure that the new session is carried out as soon as is conveniently possible.</p> <p>Disagreements</p> <p>Areas of disagreements between the Supervisor and Supervisees will be recorded on the supervision records. Areas of disagreements that cannot be resolved may be referred to the Headteacher.</p> <p>Review of supervision</p> <p>The supervision process including, content, length, frequency, format and record templates should be reviewed by all participants within the supervision process at least annually.</p> <p>Agreement</p> <p>We agree that supervision will be given and received in accordance with Grimsdell Supervision Policy wherein more details regarding supervision can be located.</p> <p>Signed:</p> <p>Print Name:</p> <p>Signed:</p> <p>Print Name:</p>



Supervision Record Form

Staff Member:

Supervisor: Date:

Agenda – Management (time, planning, resources), Support, Relationships (safeguarding, children colleagues, parents), Development needs.

-

Progress on actions agreed from previous meeting:

Record of discussion	Agreed actions: when and by whom

Signed:

Print Name: Print

Signed:

Name: