

Avenue Nursery and Forest School Supervision and Appraisal Policy.



Purpose of policy

This policy sets out how our nursery will ensure the safety and welfare of children in our care by providing effective supervision of staff in our employment as well as students, and volunteers and how to foster a reflective practice environment.

Policy Objectives

For our Nursery to ensure that there is an accountable process in place through an effective supervision and an appraisal system, which supports, assures and develops the knowledge, skills and values of each individual member of the team and actively promotes anti-discriminatory practice.

The duty of the management team is to ensure that nursery policies and procedures are embedded in all practice and there is a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.

Introduction

For many practitioners involved in day-to-day work with children and families, effective supervision is important to promote good standards of practice and to support individual members of staff who have responsibilities for the safeguarding and protection of children. Supervision will enable both supervisor and supervisee to reflect on, scrutinise and evaluate the work carried out, assessing the strengths and weaknesses of the practitioner.

Supervision will be both educative, supportive and encourage anti-discriminatory practice. Opportunities will be created to explore values, assumptions and attitudes in relation to issues of gender, race, age, sexual orientation, disability, class, religion or nationality and challenge discriminatory attitudes and behaviours.

Definitions

Supervision is a regular, planned, accountable two-way process which should offer support and develop the knowledge, skills and values of an individual, group or team. Its purpose is to monitor the progress of professional practice and to help staff to improve the quality of the work they do, thus improving outcomes for children as well as achieving agreed objectives. Supervision also provides an opportunity to discuss sensitive issues including the safeguarding of children and any concerns raised about an individual or colleague's practice. Appraisal is a more formal process. It involves reviewing a practitioner's performance over a period of time, then looking forward and reviewing set objectives, job description, strengths and areas for improvement and identifying how training needs will be met.

Legal Requirements

Early Years Foundation Stage

3.21. 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

3.22. Supervision should provide opportunities for staff to:

- discuss any issues – particularly concerning children's development or well being, including child protection concerns
- identify solutions to address issues as they arise

- receive coaching to improve their personal effectiveness

Who benefits from Supervision?

The main beneficiary of supervision in the case of Early Years Providers, are the children who attend our setting and their families. Effective supervision ensures the delivery of efficient and safe care through regular monitoring of practice, professional support and the identification of an employee's training and development needs. It also supports increased staff retention which ensures continuity of care for children.

For the employee, supervision provides professional one to one support and "space" away from the direct work environment to discuss progress, professional role, workload and concerns. The supervisory relationship should develop trust which will allow for free and open discussion and learning without the fear of being criticised. Employees should receive constructive feedback about their work, with concerns being challenged sensitively and honestly and successes being acknowledged on a regular basis. This hopefully increases the feeling of being valued by management at the setting which in turn, increases job satisfaction.

For the employer, communication between staff and management is improved, allowing for full discussion of the setting's objectives, and priorities. Effective supervision encourages motivated, confident employees who understand the principles of safe practice and can mentor and support each other more effectively in the setting. Staff are more focused and efficient, knowing their individual priorities which increases productivity. Staff are clear about their responsibilities, what policies and procedures should be followed and what to do when they have concerns about either their own or others' practice.

Roles and responsibilities

Supervisors need to:

- Ensure that staff members receive the appropriate amount and regularity of supervision. This may vary according to roles and hours worked
- Avoid postponing supervision sessions. Where cancellation is unavoidable, it is the responsibility of the supervisor to arrange an alternative time as near as possible to the original time.
- Arrange a suitably private venue free from disturbances.
- Be prepared to challenge and to give and receive constructive feedback

Supervisees need to:

- Value the importance of supervision and contribute to an effective process.
- Prepare for, attend and actively contribute to supervision meetings.
- Act on decisions made in supervision.
- Be open to challenge and to receive and give constructive feedback.

Confidentiality

Although this is a confidential document, it is also an organisational document which does not belong solely to the manager, staff member or nursery management. The supervisions and appraisals may also be accessed as part of:

- a grievance procedure;
- a disciplinary procedure;
- an internal/external inquiry;
- a complaints procedure.

Frequency and Duration

Staff will have a supervision meeting every summer and autumn term and an annual Spring appraisal meeting.

However, if both or either parties deem it necessary to arrange more frequent supervision meetings, this can be arranged. The manager will complete a supervision record every summer and autumn term and an annual spring appraisal report

The member of staff will receive a copy of the records and reports and will also complete an annual self-appraisal form. The original copies will be kept in the staff files. Supervision and appraisal meetings should last for no longer than one hour. The manager will take notes throughout the meetings as necessary.

Together, the manager and member of staff will agree on an action plan to be followed. Staff members are welcome to take notes throughout the meetings if they wish.

During the Supervision meetings:

- staff can discuss any issues - particularly concerning children's development or well-being;
- staff can identify solutions to issues as they arise;
- staff can receive coaching to improve their personal effectiveness;
- the manager and staff member will discuss the current workload, concern/team issues, training/development, any additional concerns/issues such as sickness/absences and any achievements since the last supervision;
- the manager and staff member will look at the targets set and will assess the level of progress made towards these targets. Actions may be written as a result of this discussion. For example, further training or more frequent supervision meetings may be suggested.
- staff members will be required to complete a Health Declaration Form to update our records as part of our Safeguarding Procedure.
- Which aspects of the current role has the member of staff enjoyed?
- What steps has the member of staff taken in the last year to promote her personal and professional development?
- New targets to be set for the following year.
- What does the setting and/or member of staff need to do to achieve these targets?
- What are the member of staff's career aspirations?

In addition to the above information, it is important that staff members continue to raise concerns as they arise and not wait until their supervision meeting or annual appraisal.

Recording supervision meetings

The supervision meeting will be recorded on the Supervision Record Form and should be completed by the manager within 5 working days. Both parties will sign the record and agree the date for the next supervision meeting. A copy of the supervision record will be given to the member of staff.

To ensure that the confidentiality and identity of individual children is maintained within the supervision record no names of the children discussed will be used only initials