

Supervision Policy

Updated 25th September 2015



Lollipops

Every Child Matters

Policy Statement

This policy has been written following guidance from the Kent County Council Education Safeguarding Team to aid Early Years Settings in fulfilling their responsibilities under the 2014 Early Years Foundation Stage in providing supervision to their staff. Supervisions will foster a culture of mutual support, team work and continuous improvement.

Procedures

Lollipops Preschool expects all staff to take part in regular supervision sessions. The main purposes of the supervisory process are:

Discussions regarding children's development and wellbeing.

To ensure that the worker is fulfilling their responsibilities to the expected standards

To provide support to the worker and identify solutions to address issues that may arise.

To identify the professional development and learning needs of the staff member

Safeguarding concerns.

We have agreed on the following structure for the supervision sessions, which will be typically;

Take place termly for all staff - at least 3 times per year.

Last no longer than one hour.

Be uninterrupted, unless by prior agreement.



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Be held in a mutually agreed setting, which is quiet and ensures privacy.

Be booked in advance and then given priority over commitments whenever possible. If a supervision date has to be altered by either party, a new date and time should be fixed straight away.

Follow the agenda set out on the supervision record sheet. In addition to standing items, specific topics may be added at the start of each session by either the supervisor or supervisee.

Records will be written by the Supervisor and kept in the Supervisee's personnel folder.

In the event of any disagreement, the Supervisor or Supervisee may escalate their concern to the Company Secretary, Dale Malcolm for mediation or to invoke the Grievance procedure.

Signed by 

Date 13/10/15

Role of signatory MANAGER

Witnessed by SMason

Date 13.10.2015

Role of signatory Deputy Manager