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| **Little Learning Ladder****Supervision** |

**Policy Statement**

Research into motivation has shown consistently that excellent managers do three things with their staff. They:

* communicate with their staff regularly, discuss achievements and problems
* set specific, achievable but stretching objectives
* ensure opportunities for learning and development.
* ensure confidential discussions of sensitive issues
* Effective supervision facilitates these activities.

At Little Learning Ladder all staff will receive regular supervision.

**Legislation**

There is no specific legislation relating to supervision but a number of employment acts and regulations influence how they must be provided, including:

* Employment Relations Act 1991
* The Employment Act 2002
* All legislation pertaining to discrimination and equal opportunities
* The Working Time Regulations 1998
* Part-Time Workers (Prevention of less favourable treatment) Regulations 2000
* Health and safety at Work Regulations 1999.

**Responsibility**

The manager is responsible for ensuring the implementation of the Policy within their areas of responsibility and that arrangements are in place to ensure adequate staff supervision and team meetings. The manager is responsible for providing supervision for their staff and for keeping records. Members of staff have a duty to participate and contribute actively in supervision and team meetings.

**Supervision**

Although supervision is sometimes seen as a continuous process, it also refers specifically to meetings between a manager and an individual member of staff that are planned and provided to an agenda. Outcomes, agreed action and any other important matters of discussion, are recorded.

**Content**

The focus of supervision may vary depending on circumstances and the particular needs of individual staff. However, it must always be seen as a two way process, allowing the free discussion of any aspect of work or development which either the manger or the individual member of staff wishes to raise.

It will ensure:

* an agreed set of clear and specific objectives for each member of staff, appropriate to role and attainable;
* explicit standards of performance and conduct, reflecting the core values and ethos of the nursery;
* opportunities for confidential discussion on sensitive issues relating to the nursery
* learning resources and opportunities, including guidance or coaching where necessary, for the achievement of agreed work, performance and development;
* encouragement and support in the achievement of objectives and learning;
* opportunities for joint feedback and reflection on any aspect of the work or working relationships and to explore ideas and solve problems;
* the joint review of progress, feedback and recognition of achievements; and any adjustment to agreed goals and targets that becomes necessary;
* review and management of the contract of employment. That is, induction, probation, term of contract and where appropriate contract renewal, annual leave, work/life balance, flexible working etc.

**Frequency/Duration**

The pattern and frequency of supervision may also vary depending on circumstances but the minimum should be six meetings a year, of which one will be an observation supervision and one will be the end of year review provided by the Performance and Development Review process. Supervision meetings will normally last for an hour. It will be planned. Dates must be given in advance to staff to ensure that they have appropriate time to prepare and value is placed on the activity.

**Records**

Supervision meetings are part of a formal process and so should follow an agreed agenda. The agenda must include Health and safety, well being, training attended a review of work practice and agreed actions to be undertaken by the next supervision. A brief record must be made of agreed outcomes and of any other matter that either party wishes to record. The record should include any matters of disagreement that were not resolved in the

course of the supervision meeting. Either party may make the record but the supervisor is responsible for ensuring that it is made, signed by both parties and kept as a permanent and confidential record, filed within the office.

Access to records is restricted to the supervisor and the staff member but there will be occasions when the supervisor may refer to records in consultations with a senior manager or in matters of disciplinary or audit.

**Monitoring and Review**

Managers and staff are encouraged to assess the provision and effectiveness of supervision with reference to this policy as a regular part of each process. The policy will be reviewed yearly

**Supervision Standards**

Managers should ensure that supervision:

* is received by all staff;
* takes place at least 6 times per year
* is planned in advance and takes place in private, with agreement
* covers the required content
* follows agreed agenda and ensures records of outcomes and important matters of discussion are made and kept confidentially in the office.

And provides:

* the agreement of clear objectives and success criteria;
* standards of performance and conduct and reinforcement of core values;
* identification of resources, development and learning necessary for the achievement of agreed objectives and competencies;
* encouragement and support in the achievement of objectives and development;
* opportunities for joint feedback and reflection on any aspect of the work or working relationships and to explore ideas and solve problems;
* two-way review and feedback including the recognition of achievements and the adjustment of goals and targets necessary in the light of joint experience.

Internal use only

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date disseminated to staff** | **Date for review** |
| April 2013 |  | June 2013 | April 2014 |