

Little Rainbow Nursery

Supervisions

As part of our culture of safeguarding and continuous improvement we implement supervisions for all of our staff following their induction and probation period.

Supervisions provide staff with the opportunity 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.

The frequency of these are 3-monthly or can be according to individual needs. A template agenda is used supervisions one to ensure consistency across the setting. This clearly sets out who does what and the timeframe, i.e. what the manager is responsible for and what the practitioner needs to do.

Where staff are struggling to identify areas to discuss in a supervision we will ask them to identify three things they have enjoyed about their job since the last supervision and one thing they have least enjoyed. They will be asked to complete this prior to supervision (as set out in their responsibilities).

There may be times when supervisions may be increased for members of the team as and when needed, i.e. when going through personal circumstances at home, for new starters, staff returning after long-term illness, on request from staff.

It is the responsibility of the manager to plan time to ensure that all staff have supervisions. At Little Rainbow Nursery supervisions are carried out by the deputy manager and the manager. If for any reason supervision is cancelled a new date will be rearranged within 7 to 10 days.

Supervision forms also include a declaration for members of staff to declare any criminal offences since last DBS or reason for incapability to work with children. It is each member of staff's responsibility to ensure that they are available for supervision meetings or support and that the necessary paperwork is complete. Information shared in supervision sessions is confidential.

The supervision process will be evaluated once/twice a year through staff feedback.

This policy was adopted:

April 2021

Date for review:

April 2022