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**Supervision is a framework to provide direction and guidance to individual staff members on a regular basis. Effective Supervision provides support, coaching and training for the practitioner and promotes the interests of children. Our Supervision framework fosters a culture of mutual support, teamwork and continuous improvement that encourages confidential discussion of sensitive issues. (3.10-EYFS 2012)**

## **Supervision Policy**

### **Statement of intent**

We must put appropriate arrangements in place for the supervision of staff who have contact with children and families, in line with the Statutory framework of the Early Years Foundation stage (EYFS).

### **Aim**

We must ensure that all members of staff have appropriate supervision and a clear understanding of their roles and responsibilities.

Supervision provides opportunities for staff to:

- Discuss any issues concerning children's development or well-being.
- Identify solutions to address issues as they arise.
- Receive coaching to improve their personal effectiveness and practice.
- Receive feedback on their performance.
- Clarify roles and responsibilities.
- Discuss career progression.
- Have a documented record of their individual progress.

The benefits of supervision for the setting are:

- Improve communication with and between the staff.
- Problems identified at the earliest opportunity.
- Faster more effective solutions to any problems and concerns.
- Written records of the supervision meetings and the actions taken to improve outcomes for children.

## **Methods**

### **Lead Responsibility and Overview**

Room Supervisors and Management will be responsible for Staff Supervision. (Details of our Leading CPO can be found in the Safeguarding Children and Child Protection policy.)

Supervision should help to ensure that practice is soundly based and consistent with the Local Safeguarding Children Board (LSCB) and our Nursery procedures.

The aim of supervision is to enable the supervisee to raise any concerns in confidence. Sessions are also to support the supervisee and to encourage reflective practice and development. Supervision is also for discussion on personal development plans and communicating to the supervisees about CPD (Continuous Professional Development) requirements.

### **Supervision Sessions**

Supervision practice should include:

- Scrutinising and evaluating the work carried out by members of the Nursery staff, roles and responsibilities and practice.
- Assessing their strengths and weaknesses; feedback on the implementation of the role, identification of training needs.
- Reviewing achievement and monitoring progress of key children.
- Provision of coaching, development, resources and personal support relating to key children or personal practice.
- Issues and concerns-specifically in relation to the safeguarding duty and discussing concerns about the behaviour of adults both colleagues and parents. This section can include issues in relation to attitude to work, relationships with others, communication skills, personal issues etc.
- Issues recorded by the supervisee about any particular child.
- Nursery policies and procedures.

- LSCB and Ofsted requirements.

## The sessions

- Must be conducted at regular intervals on a rolling program.
- Must be planned and the employee/volunteer must be aware of the objectives.
- Must have time set aside and appointments must be made at a time and place agreeable to the supervisor and supervisee.
- Will be conducted 1:1 in a confidential environment lasting approximately 30 minutes.
- Must not be interrupted unless absolutely necessary.
- Supervision meetings will be recorded on a standard Supervision Meeting Record and a signed copy will be given to the member of staff and the original will be kept in the supervision file.
- This will be handwritten at the time of the meeting.
- Names e.g. children, staff, parents etc. that crop up in the supervision meeting will be coded or written as initials (data protection).

## Supervision Standards

Staff should expect (as a supervisee):

- To be given clear objectives and standards, appropriate deadlines and help in achieving their objectives.
- To be able to question how things are done and what is expected.
- To be given the opportunity and time to express any concerns.
- To be given appropriate support, and receive coaching where necessary.
- To be told in a constructive and professional way about strengths and weaknesses and to have a strategy for improvements discussed and agreed.
- To be told when a piece of work has been done well.
- To receive a copy of supervision meeting minutes within a week of the meeting having taken place.

Supervisor should expect:

- To have their management responsibilities understood and respected by the staff they supervise.
- That once targets and/or objectives are set; the member of staff will endeavor to meet them in the agreed manner and time frame.
- That staff will demonstrate a willingness to strive for continuous improvements for themselves, their key children/families and the setting.
- That staff will be open, honest and non-defensive when their work is being discussed.

This policy was adopted at Fairland's Day Nursery on

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Signed on behalf of the Management Committee/ Proprietor

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Role of signatory (e.g. chairperson etc.)

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This policy was amended on

.....(date)

.....(date)

.....(date)