



Peter's Patch
Forest School - Day Care - After School Club

Staff Supervision

The main aims of supervision are for all staff members to:

- Be clear about their responsibilities and roles
- Enable work to be planned and progress monitored
- Ensure that service objectives are being met
- Receive support in carrying out their work
- Ensure that learning and professional development requirements are planned for

This will enable the management team to:

- Monitor achievement
- Improve standards and performance

How Supervision should be carried out

- 1.Expectations of Supervisors and Supervisees
- 2.Frequency of Supervision
- 3.Content of Supervision Sessions
- 4.Recording
- 5.Resolving Differences
- 6.Monitoring



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Introduction

Peter's Patch is committed to ensuring staff receive effective supervision. Supervision assists in developing a positive culture in the nursery and focuses on continuous improvement and consistent practice for supervising children, young people and their families. Priority will be given to supervision by:

- Providing training to all current and future staff. Including an introduction to the Supervision Policy within induction programmes
- Managing the workload of staff to ensure time is devoted to supervision and associated tasks. Including on every job description expectations that staff will receive supervision and where appropriate to that post, provide supervision.
- Monitoring and reviewing the implementation of this Policy at all levels.

Working Together to Safeguard Children (HM Government, 2010 states "effective supervision is important in promoting good standards of practice, and supervisors should be available to practitioners as an important source of advice and expertise".



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Principles of Supervision

Supervision is a formal process in which the workload and performance of each member of staff in a team, section, or unit is evaluated and reviewed so that where necessary learning and change can take place. All staff without exception need regular formal supervision, normally by their Line Manager or designated officer to enable them to:

- be clear about their role, responsibilities and accountabilities
- understand and achieve aims and objectives
- be helped and supported in maximising their potential
- be clear about communication channels which allow for constructive two way feedback

Formal supervision does not replace the informal supervision that takes place on the job on a day-to-day basis.

Areas of disagreement between supervisor and nursery nurse will be recorded on the supervision records. Areas of disagreement that cannot be resolved may be referred to a more senior manager.

It is recognised that, in addition to individual supervision sessions, there are other ways in which staff discuss and seek advice on their work and new ideas and methods of working including group supervision. These are valuable and helpful ways in which staff can broaden their knowledge and expertise; however they must never be a substitute for formal individual supervision sessions.



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How Supervision Should be Carried Out

Supervision will be conducted in a way that:

- Recognises people are individuals, the unique experience that they bring to their work and the impact their work has on them, particularly in respect of age, race, religion, gender, disability and sexual orientation
- Allows for two way appraisal and monitoring of performance
- Clarifies accountability and areas of responsibility

Expectations of Supervisors and Nursery Nurses

Supervision is an important right and benefit. It is therefore important for the supervisor to be fully involved and make the most of the opportunities that supervision offers. In particular they should:

- Prepare for each supervision meeting
- Be ready to share thoughts and ideas in the meeting
- Be open about what has gone well and what has been difficult
- Check and read the notes of meetings and ensure actions have been completed as agreed from previous supervision sessions.



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Supervisors

Being a supervisor is a significant responsibility and one which needs to be taken seriously. Supervisors should:

- Provide supervision that is based on a written agreement
- Plan sessions well in advance
- Provide an appropriate setting, free from interruptions
- Keep a record of supervision sessions for their staff

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