



3.0 Staff Qualifications, Training, Support and Skills

3.3 Supervisory meetings

Keren's nursery has a policy which governs the supervision and appraisal procedures of staff and, following a successful probationary period, the manager or the employer holds supervisory meetings at regular intervals (6-8 months) with each employee.

The Early Years Foundation Stage (DfE 2012), states:

“3.19. Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

“3.20. Supervision provides opportunities for staff 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.”*

While the areas of discussion and issues that arise are likely to change over time, the meetings are an opportunity to discuss:

- the development and well-being of each key child, agreeing a schedule of actions;
- workload;
- concerns or team issues;
- relations with parents/carers;
- setting performance;
- training and development;
- progress following previous supervision;
- time management;

Supervision meetings take the form of a two way discussion to ensure that employees are clear about their role and expectations of them, and the support that is available to them. The above

areas provide a structure for the content of a supervision meeting. However, managers and employees feel comfortable in these meetings to discuss any queries or concerns that they have. It is therefore important to ensure that sufficient time is set aside for them, that they take place without distractions or restrictions as to the areas that can be covered.

These meetings do not replace the annual appraisal, but are in addition to it. A written record, signed by the manager and employee, of every supervisory meeting is kept to show what was discussed and what action needs to be taken.

Further guidance can be sought from Safeguarding through Effective Supervision (Pre-school Learning Alliance 2013) which provides an overview of the safeguarding and child protection systems, along with an exploration of the structure and content of the supervision process, which together will enable staff and managers to safeguard the children in their care.

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| Approved and revised on the 28/01/2016 by: Tina Bloch | Date to be reviewed: January 2017 |
| Signed on behalf of the provider: | |
| | Tina Bloch |
| Role of signatory | Nursery Manager |