

2.0 – SUITABLE PEOPLE & STAFFING

2.8 Staff Supervision, Appraisal and Training



Policy

At St Clements Church Preschool the staff are our most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We therefore are committed to providing good training and development opportunities for staff so that they are able to perform their roles both efficiently and effectively. Regular supervision forms a part of this process.

Procedure

According to paragraph 3.21 of the EYFS statutory requirements 2014:

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.

Supervision acts as a means for ensuring all members of staff have access to the support, training and procedures they require for professional growth and development.

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meeting should provide opportunities for staff to:

- **Discuss any issues-particularly concerning children's development and well-being**
- **Identify solutions to address issues as they arise; and**
- **Receive coaching to improve their personal effectiveness.**

At St Clements Church Preschool all practitioners who work directly with children and families are supervised by their designated line manager.

Supervision meetings are held every term (6 times a year) for each staff member. If staff require extra support they can request a supervision session and this will be arranged.

Supervision meetings are conducted in line with existing procedures and are held in an available confidential space suitable for the task. The time allowed is usually a minimum of 30 minutes.

The supervisor takes notes and a record of the supervision is retained by both the supervisee and supervisor. This is filed in the staff members personal record file which is stored securely in a locked cupboard at all times.

All supervision meetings will include discussions concerning the development and well-being of the supervisee's key children.

Where concerns are raised, the supervisor and supervisee will seek to identify solutions and further actions that need to be taken- these are recorded on the child's file and may include support from external agencies.

All aspects of supervision will ultimately focus on promoting the interests of children.

Supervision sessions are completely confidential. If staff have concerns or need to raise sensitive issues they can do so in the knowledge that these will be treated seriously and respectfully. Staff will receive support and coaching.

During supervision meetings staff are able to discuss their relationship with colleagues and any issues that may arise from this.

Our paperwork includes a section in which staff are able to disclose any reasons that may have arisen that affect their suitability to work with children.

Annual appraisals of all staff will review employees' performance and potential, and identify appropriate training and development needs.

They will be carried out by the Senior Supervisor and Chairperson. The Senior Supervisor appraisal will be carried out by the Chairperson and another Committee Officer.

Staff Meetings are held with the Chairperson regularly to ensure the staff have opportunity to reflect on any issues, information sharing and group discussion to the effectiveness of Preschool.

Training.

We support our staff in developing and improving their qualifications and training experience. Our budget allocates funds for staff training.

This policy was adopted at an AGM of

Held on

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)

St Clements Church Preschool

Chair
