

SUPERVISION POLICY EARLY YEARS

Policy name	Supervision Policy Early Years
Applicable to	All employees and volunteers
Effective from	December 2022
Date approved by trustees	14 th November 2022
Next revision date	November 2025
Other references	Appraisals, Training and Development Policy; Grievance Policy; Disciplinary Policy; Employment Policy

Introduction

Howgill Family Centre (Howgill) is committed to providing the opportunity for developing the skills and outlook of every individual to aid in raising aspirations and expectations. Service users, parents, carers, children, volunteers and employees are encouraged to learn and progress towards fulfilling their potential.

The Early Years Foundation Stage places emphasis on welfare and safeguarding standards, stipulating that regular staff supervision is a statutory requirement. As we strive to improve outcomes for all children and families, and narrow the gap in achievement of vulnerable children, safe systems and the effective management of staff performance and well-being are of prime importance. If Early Years practitioners are to provide the kind of encouragement and support necessary for the support, development and challenge of children and families, they need to be encouraged, supported and challenged as well.

Purpose

- To develop confidence, and increase skills, insight and courage when working with children, parents and communities.
- To establish and maintain a positive and co-operative working relationship between leaders and staff, built on trust, respect and a non-judgemental style
- To provide a reflective and safe space that encourages a dynamic interaction to address issues and dilemmas experienced by staff members in their work roles
- To reduce stress-related absences and increase confidence in dealing with complex safeguarding and other dilemmas.
- To ensure organisational and staff accountability and development, thereby promoting reflective, creative, ethical and safe practice.
- To ensure staff are clear about their roles and responsibilities, and that their practice is consistent with setting's values, policies, procedures and quality standards
- To monitor progress in relation to appraisal objectives
- To identify and review personal development needs and activities for staff that relate to their roles and the needs of the setting
- To model a preferred way of working and relating, which can be transferred to other working relationships

Supervision structure

Supervision will be in addition to appraisals, be face-to-face, and take place in a setting private and free from disturbance. Each member of staff will have a Setting Manager – this will usually be the member of the leadership team that supports their Performance Management.

- Supervision will be on a 6 weekly basis – but the frequency may change depending on circumstances, such as complex child protection issues – and supervision sessions will last between 45 mins -1.5 hrs.
- Setting Managers will establish a shared view of supervision, including ways in which staff members have felt supported in the past and what they have found useful/less useful.
- A Staff Supervision Agreement will be put in place.
- All supervision is recorded by the Setting Manager, shared with the supervisee and stored.
- An agreed Staff Supervision Record form will be used to capture discussion points and decisions made.
- Safeguarding decisions will be clearly stated and will be recorded in the child's individual file by the staff member/key person.
- The Supervision Record will be printed and given to the staff member at the end of the session or within 5 working days.
- The staff member will check the notes and complete any amendments, returning the record to the Setting Manager.
- At the next supervision session, both parties will formally agree the notes of the previous meeting, and this agreement will be recorded in the next meeting notes.
- During every supervision meeting, it is essential that both the Setting Manager and supervisee make a note of decisions made and actions required, and these actions are formally agreed at the end of the meeting.
- Supervision notes/records will be stored securely in individual staff records.

This policy does not form part of any employees' contract of employment and may be amended from time to time.

The Board of Trustees is responsible for the policy and will conduct regular reviews to ensure that it is maintained, particularly in relation to its legal responsibilities, and amendments will be made as necessary. The Howgill Manager has responsibility for ensuring that the policy is implemented and that appropriate procedures are established to ensure compliance.

All employees have an obligation to familiarise themselves with this policy.