** Butterfly Nursery School**

**Church Road**

**Horne**

**Surrey**

**RH6 9LA**

**01342 843655**

**POLICY: Supervisions** (EYFS 3.19, 3.20)

As part of our culture of safeguarding and continuous improvement we implement supervisions for all staff following their induction and probation period.

Supervisions provide staff with the opportunity 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.

The frequencies of these are 6 weekly according to individual needs. A template agenda is used supervisions one to ensure consistency across the setting. This clearly sets out who does what and the timeframe, i.e. what the manager is responsible for and what the practitioner needs to do.

Where staff are struggling to identify areas to discuss in a supervision we will ask them to identify 3 things they have enjoyed about their job since the last supervision and one thing they have least enjoyed. They will be asked to complete this prior to the supervision. (As set out in their responsibilities)

There may be times when supervisions may be increased for members of the team as and when are needed i.e. when going through personal circumstances at home, for new starters, staff retuning after long illnesses, on request of staff.

It is the responsibility of the manager to plan time to ensure that all staff have supervisions. At Butterfly Nursery School supervisions are carried out by the manager. If for any reason a supervision is cancelled a new date will be arranged within 7 days.

Supervision forms also include a declaration for members of staff to declare any criminal offences since their last DBS or reason for incapability to work with children.

Staff have a responsibility to ensure that they are available for supervision meetings and that the paperwork is complete. Information shared in supervision sessions is confidential. The supervision process will be evaluated once /twice a year through staff feedback.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date disseminated to staff** | **Date for review** |
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