

Staff Supervision Policy

Statement of intent:

The purpose of this policy is to encourage open communication, feedback and discussion about anything that will help us improve our practice.

Aim:

Our aim is for all our staff to be able to talk freely to the supervisor/manager about any issues they have. Communication and co-operation between all staff members is important. We also have a Whistleblowing Policy in place to ensure that every member of staff is able to confidently raise any concerns.

We also operate a Staff Employment Policy, this is to ensure that we only employ people suitable to work with children.

Due to the layout and size of our setting we only have 3-4 members of staff; this includes the manager, the deputy and supervisors. No member of staff will be left unsupervised until their competence and suitability has been established. Fully qualified staff will work without direct supervision at some times. All staff are under general supervision.

Each member of staff should receive annual appraisal and take part in regular staff meetings. As we are such a small team, we believe that most issues can be discussed openly during staff meetings or informally anytime throughout the day.

Supervision meetings:

- Regular meetings – at least once every term
- One off meetings - 1:1 supervision meeting will be arranged, if any member of staff feels that such meeting is needed.

Appraisals:

- Should be carried out annually
- The main objective is to review employee's performance and potential and to identify suitable and appropriate training

Staff meetings:

- Should be kept every half term
- The main objectives are – problem solving, information sharing, planning, safeguarding, health and safety issues, child development, SEF, nursery development or any other work related issues.