



Lavenham Pre-School
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Staff Supervision Policy

Statement of Intent

Lavenham Pre-School believe effective supervision and monitoring of all staff is essential to individual health and well-being and in encouraging personal and professional development. Also the quality of provision is enhanced when practitioners have the right skills and qualifications to work to a high professional standard. Supervision will be recognised by regular, planned, private, one to one meetings, on an on-going basis between a member of staff and the manager/deputy. Even when supervisees and supervisors work closely together, it does not eliminate the need for private one to one time together on a regular basis. The focus of these sessions is wholly on the individual, their performance, their development, and any issues arising from their work that do not arise on a day-to-day basis.

Research into motivation has shown consistently that effective leaders do three things with their staff;

1. Communicate with their staff regularly, discuss achievements and problems
2. Set specific, achievable but stretching objectives
3. Ensure opportunities for learning and development.

It is a requirement of the EYFS 2017 which requires all settings to implement supervisions for all staff. It states;

'3.21. 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.

3.22. Supervision should provide 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.'

Also a number of employment acts and regulations influence how this must be provided, including:

- Employment Relations Act 1991
- The Employment Act 2002
- All legislation pertaining to discrimination and equal opportunities
- The Working Time Regulations 1998
- Part-Time Workers (Prevention of less favourable terms Regulations 2000)
- Health and safety at Work Regulations 1999.

Aim

Lavenham Pre-school will provide opportunities for the supervision of staff that have contact with children and families. Lavenham Pre-school believe that supervision is essential for the support, development and well-being of all staff. Supervision will provide support, coaching and training for the staff member and will promote the interests of the children. Supervision will foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

Method

We aim for all staff to have a supervision every term and in addition to that a standardised appraisals for all staff to take place once per year.

In the absence of the Manager Supervisions will be undertaken by a member of the Preschool Management Team.

Supervision will include discussion about the person himself/herself. This may include their concerns, frustrations, emotional well-being concerning the work, but also private and personal issues (if desired to be discussed by staff member). There will also be a chance to discuss any concerns regarding the children’s development or well-being, as well as coaching to improve their practice.

- The Supervisor will address and record areas of development and assess any training needs.
- The supervision will be confidential to the Manager and supervisee.
- The recording of supervision sessions is the responsibility of the Manager. Records will clearly detail any decisions that have been made, the reasons for these, any agreed actions including who will take responsibility and the timescale for carrying out these actions. Records will be signed by both parties and a copy given to staff. Records of supervision will be kept in the staff members file.
- Points to action will be recorded and followed up within a reasonable timescale.

▪ This policy was adopted by: Lavenham Preschool *(name of provider)*

On November 2023 *(date)*

Date to be reviewed November 2024 *(date)*

Signed on behalf of the provider

Name of signatory Roy Mawford

Role of signatory (e.g. chair, director or owner) Chair of Trustees