NOAH’S ARK COMMUNITY PRE-SCHOOL

47. SUPERVISION POLICY

(September 2024)

Noah’s Ark Community Pre-school is committed to the development of each individual's effective contribution to the setting. A key process in developing and sustaining each person's potential is a regular supervision meeting with a senior colleague.

The meeting may deal with some matters which are confidential. It will be necessary to identify these matters as you plan and take part in the meeting.

The Supervision meeting is a process in which one person is given responsibility to work with another person in order to meet certain organisational, professional and personal objectives.

This process is critical to achieving and maintaining the pre-schools success as an organisation and will contribute to the achievement of our service to others.

It will, through the bringing together of an enabling/supportive Mechanism with an accountability function, promote the development of our staff so that they are better able to undertake the duties required of them. In addition, effective Supervision meetings will help individual and organisational changes making Noah’s Ark Community Pre-school able to continually offer an improving service.

**Supervision Process**

This process has four aims. These aims are:

 1. To contribute to a culture of continuous improvement

 2. To promote competent, accountable performance

 3. To support continuing professional development

 4. To provide personal support

During this planned and structured meeting each person will be given the opportunity to identify issues and problems, clarify goals, establish action plans and where appropriate, review the way they work. This meeting is a two‑way exchange in which reflection, coaching, good listening and talking enable learning to take place and staff to encourage each other.

Supervision meetings are not only to monitor job performance but provide an opportunity for the individual to reflect upon aspects of their behaviour, attitudes and beliefs that affect that performance, celebrate positive outcomes and constructively analyse what they have learnt from a situation which will help them deal with it differently in the future.

**Objectives**

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To ensure that the individual meets the pre-schools objectives.

To develop appropriate professional practices.

To assist professional and personal development.

To help reduce stress.

To acknowledge individuals' need for appropriate resources to do their job.

To facilitate communication between the organisation and the staff

**Principles of Supervision**

1. Supervision is not optional and is a key way of working for all staff. The Pre-school Leader will undertake the "Supervisors” role.

2.Supervision should be undertaken as and when necessary but, as a minimum, four times a year. The details of frequency should be decided by the Supervisor

and staff member at the initial meeting and should form part of the "agreement for meeting".

3.It is the Supervisor's responsibility to ensure that protected time is identified in a conducive environment to undertake individual one to one meetings.

4.Supervision and appraisal are complementary to one another and, therefore, evaluation and review and future planning should be done throughout the year and formally in the annual appraisal.

**Recording**

Each Supervision session will be recorded on the S upervision record. The record of the session will be discussed, seen and signed by each person. Any differences of opinion between the staff member and Supervisor should be clearly noted. A copy should be held by each person. When a member of staff ceases employment with Noah’s Ark Community Pre-school their Supervision records will be filed along with the staff member's personal record. The same rules of confidentiality will apply.

**Good Practice**

Regular training will be available for all persons who will be leading a team or taking bhv responsibility for the Supervision process.

The evaluation of the effectiveness of the Supervision meeting will be an ongoing aspect of the management in each part of our work. Evaluation for individuals will occur a minimum of once each year at Appraisal.

**Appointment**.

Arrange the year's meetings at the beginning of the year or give at least one week's notice to provide sufficient time for thought before a meeting takes place.

In the event of cancellation ensure a fresh appointment is made at the earliest opportunity and resist any temptation to skip to the next meeting.

**Purpose, boundaries and confidentiality**

You must be satisfied that both you and the Job Holder understand the purpose of the meeting. Personal issues relating to stress may be raised and boundaries relating to confidentiality need to be discussed and you must be satisfied they are clearly understood by both parties.

**Timing**

Suggested time is a maximum of one hour per meeting.

**Confidentiality**

The boundaries of confidentiality should be made clear in the Initial Agreement for Meetings.

Generally issues discussed between staff member and the Supervisor would not be discussed outside of one to one meetings. However, in matters of malpractice or unsafe practice the staff member cannot expect total confidentiality as the Supervisor will be required to seek advice from their line manager.

Within the context of Supervision, issues of concern regarding customers may be disclosed. The nature of the disclosure may oblige the Supervisor to take further action as stated in the previous paragraph.

Very personal issues should be regarded as confidential and only disclosed with the consent of the staff member.

**Matters to be taken beyond the Supervision meeting should be made clear during the meeting.**

**Supervisor’s Role**

The key to a positive relationship between the Supervisor and staff member is good communication. Communication must be allowed and encouraged to be two-way. This is not always easy to achieve and requires skills in

**listening, observation and questioning**, whilst being encouraging and helpful.

Agreeing what the session is about and what things you expect to cover will foster a trusting relationship. These may include:

1. Looking at the staff members relationships at work.
2. This may include their functioning as a member of the team and dealing with those in charge. Both positive and negative relationships need to be considered. Support, information and advice may need to be given.
3. The service we provide to our families.

4 Clarifying the purpose of the job holder's work and the means of achieving this. With new staff it is important to go through their job description and to review it with all staff at the time of their appraisal and agree any changes.

1. Helping the individual to deal effectively with issues, which they have not encountered before.

6 Reviewing progress towards targets set at Appraisal, amending them or setting new targets if appropriate.

1. It is important to give the staff member the opportunity to talk about their feelings about their work, and their performance. Providing the opportunity to talk about personal matters,which are affecting their work performance. This should not be the Supervisor prying into an individual's life.

Reviewed annually 3rd September 2024

Signed

Manager

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