10 Staff, Volunteers and Student Policy

**10.02 Supervision Policy**

Parley Community Pre-school will 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.

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
* Receive coaching to improve their personal effectiveness

Supervision is a requirement of the Early Years Foundation Stage and this policy is based on the premise that the supervision of staff is an integral part of the day to day business of our organisation. It will occur both formally and in other forums including informal discussions and group settings and, in all of these forums the process of supervision should be informed by the standards set out within this document.

Parley Community Pre-school recognises that:

* Staff supervision is integral to the effective delivery of services.
* The quality of staff supervision impacts on outcomes for children and their families.
* The delivery of supervision must be a priority task within the organisation.
* All staff within have the right to receive regular formal supervision from supervisors who have received appropriate training and are supported within their supervisory role.
* All staff have a responsibility to participate in supervision and attend formal sessions.
* The process of supervision is a shared responsibility: staff and their supervisors are expected to contribute to the effectiveness of the process and the organisation has a responsibility to facilitate a culture which supports the process.

**Definition – what is supervision?**

For the purposes of this policy, supervision is defined as a process by which one worker is given responsibility by the organisation to work with another worker(s) in order to meet certain organisational, professional and personal objectives in order to promote positive outcomes for service users. The objectives are:

1. Competent, accountable performance. Managerial Function

2. Continuing professional development. Educational/Development Function

3. Personal support. Supportive Function

4. Linking the individual to the organisation. Mediation Function

(Definition taken from Morrison (2005) Staff Supervision in Social Care. Brighton: Pavilion).

The process of supervision is supported by the development of a relationship between supervisors and supervisees which provides a safe environment to support the worker and facilitate reflection, challenge and critical thinking.

**Statement of Expectations**

*Parley Community Pre-school will:*

1. Prioritise supervision as an important activity within the service it provides.

2. Ensure that all staff who come within the scope of this policy have a named supervisor

 who also has line management responsibility for their work and welfare

3. Provide training and ongoing development opportunities for supervisors

4. Ensure appropriate space is provided for one to one meetings

5. Regularly evaluate the quality of supervision being provided.

*Supervisors will:*

1. Ensure the delivery of one to one supervision sessions at a frequency in line with this policy.

2. Ensure that supervision is recorded in line with the expectations set out within this policy.

3. Ensure that the prime focus of supervision is the quality of service being received by children and families.

4. Use the supervision agreement as the basis for the development of a relationship where supervisees can be supported in their work and reflect on their practice.

5. Ensure the supervisee is clear about how to raise any concerns.

6. Use the supervisory process to learn from good practice and give constructive feedback in order to promote professional development.

7. Address performance concerns as they arise and work positively with the supervisee to improve practice.

8. Take responsibility for their personal development as a supervisor and use their own supervision to reflect on their supervisory practice.

*Supervisees will:*

1. Take responsibility for attending one to one supervision or group sessions as set out in their supervision agreement.

2. Prepare adequately for supervision and take an active part in the process.

**Method of delivery**

A relationship between a supervisor and supervisee is fundamental to the supervisory process and supervision will take place in a variety of settings and circumstances.

One to One supervision is at the heart of the process and all staff should receive regular formal one to one supervision.

Ad hoc supervision is the dialogue that takes place between a supervisor and supervisee as the need arises. This should be available to all staff but is not a substitute for formal one to one supervision. The value of ad hoc supervision is that it is an important way of supporting staff, improving performance, keeping pace with change and ensuring that organisational requirements are met. It should be recorded in line with these procedures.

**Frequency**

Supervision takes place termly with Ad hoc supervision available whenever need arises.

**The Supervision Agreement**

The development of a productive supervisory relationship starts with:

* Clarity about roles and responsibilities and organisational requirements.
* Building rapport, understanding each other’s perspective and any factors that might affect the process.
* Acknowledging that effective supervision may not always be comfortable and exploring how power, authority and differences of opinion may be negotiated.
* The written agreement is a working tool and should be reviewed at least once a year.
* This agreement should be signed by both parties and placed in the supervisee’s file.

**Supervision Process and Content**

*Recording Supervision*

Notes will be made on a pre-printed document detailed for this purpose. Both parties will sign it and it will form part of the revisiting process at the next supervision meeting.

*Monitoring and Review*

The process will be reviewed annually with opinion taken from all involved parties.