** Portreath Pre-School**

 **Supervision Policy**

**Policy Statement**

Research into motivation has shown consistently that excellent managers do three things with their staff.

* They communicate with their staff regularly, discuss achievements and problems
* Set specific, achievable but stretching objectives
* Ensure opportunities for learning and development.

Effective supervision facilitates these activities.

It is the policy of the setting that all staff receives regular supervision.

**Legislation**

There is no specific legislation relating to supervision but a number of employment acts and regulations influence how they must be provided, including:

2.2 Employment Relations Act 1991

2.3 The Employment Act 2002

2.4 All legislation pertaining to discrimination and equal

opportunities

2.5 The Working Time Regulations 1998

2.6 Part-Time Workers (Prevention of less favourable treatment)

Regulations 2000

2.7 Health and safety at Work Regulations 1999.

**Responsibilit**y

The Committee is responsible for ensuring the implementation of the Policy and that arrangements are in place to ensure adequate staff supervision and team meetings.

The Play Leader and Deputy are responsible for providing supervision for the staff and for keeping records.

Members of staff have a duty to participate and contribute actively in supervision and team meetings.

**Supervision**

Supervision is a continuous process but it also refers specifically to meetings between a

manager and an individual member of staff that have a planned agenda, outcomes and agreed action. Other important matters of discussion are recorded.

If a member of staff has taken a long leave of absence then when the member of staff returns back to work the manager and chairperson will complete a back to work supervision.

**Content**

The focus of supervision may vary depending on circumstances and the particular needs of individual staff and must always be seen as a two way process. It should allow the free discussion of any aspect of work or development which either the manger or the individual member of staff wishes to raise.

It will ensure:

An agreed set of clear and specific objectives for each member of staff, appropriate to role and attainable by the practitioner.

Explicit standards of performance and conduct, reflecting the core values and ethos of the Pre-School.

Learning resources and opportunities, including guidance or coaching where necessary, for the achievement of agreed work, performance and development; encouragement and support in the achievement of

**Objectives and learning**;

Opportunities for joint feedback and reflection on any aspect of the work or working relationships and to explore ideas and solve problems;

The joint review of progress, feedback and recognition of achievements; and any adjustment to agreed goals and targets that becomes necessary;

 Review and management of the contract of employment including induction, probation, term of contract and where appropriate contract renewal, annual leave, work/life balance, flexible working etc. Frequency/Duration

The pattern and frequency of supervision may also vary depending on circumstances but the minimum should be three meetings a year, of which one will be an observation supervision and one will be the end of year review provided by the Performance and Development Review process.

Supervision meetings will normally last for an hour. It will be planned. Dates must be given in advance to staff to ensure that they have appropriate time to prepare and value is placed on the activity.

**Performance and Development Review**

Supervision meetings are the basis of the cycle of performance and development review. The main features are:

* Preparation and agreement of a performance and development plan for the year ahead.
* Agreement about how performance and development plans will be evidenced, reviewed and supported during the year;
* An annual interview between the manager and the staff member to review performance and development and agree forward plans.

**Records**

Supervision meetings are part of a formal process and so should follow an agreed agenda. The agenda must include Health and safety, well- being , training attended a review of work practice and agreed actions to be undertaken by the next supervision. A brief record must be made of agreed outcomes and of any other matter that either party wishes to record. The record should include any matters of disagreement that were not resolved in the course of the supervision meeting. Either party may make the record but the supervisor is responsible for ensuring that it is made, signed by both parties and kept as a permanent and confidential record, filed within the office. Access to records is restricted to the supervisor and the staff member but there will be occasions when the supervisor may refer to records in consultations with a senior manager or in matters of disciplinary or audit.

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| This policy was adopted at a meeting of |  |  |
| Held on | 01.11.2016 |  |
| Last reviewed :  | 30.03.2022 no changes made |  |
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