

## **Kiddy Academy Staff Supervision Policy**

Kiddy Academy Day Nursery has developed this Supervision Policy to underpin staff support systems and to formalize the management of practice and performance within our setting.

### **Our Aim:**

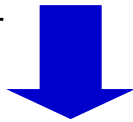
We endeavor to provide practitioners with a clear route through which to raise any professional queries,

1. to discuss career progression,
2. to clarify roles responsibilities and work tasks,
3. to support performance management and to build confidence in supporting children's development.
4. To raise concerns about children in their care

### **Quarterly 1:1 Supervision meetings**

Structured meetings will take place every 16 weeks with all members of staff who are deployed within the setting.

**Setting Manager** to implement for



**Deputy Manager & room supervisors**  
-to implement for



**Practitioners, Trainees, volunteers and other support staff**

### ***Key responsibilities for individuals carrying out supervision:***

- Organise sessions in advance and only change the arrangements in exceptional circumstances
- Ensure meetings are well structured, allowing the supervisor and the supervisee to contribute to the meeting
- Select an appropriate place for the meeting that is free from interruptions
- Cover all areas identified within the Supervision policy
- Record action points with clear timescales
- Record the meeting accurately and provide a copy for the supervisee.

### ***Key responsibilities for individuals carrying out supervision:***

- Prepare for the meeting by making notes and thinking about issues to discuss
- Be ready to share their thoughts and ideas
- To talk about what is going well and what is challenging
- Be prepared to plan and undertake training and other development activities as agreed by their supervisor

***Written records*** – of all supervision meetings will be stored on individuals personal files

To ensure there is an open door policy for formal and informal supervision at Kiddy academy Day Nurseries there are related procedures embedded within the organisation

### ***Related Procedures***

Updated January 2016

- **Fully inclusive induction** – identifying individual training needs which feeds into organization training plan
- **Individual Continuous Professional Development CPD Records** – (includes confidential recordings and stored on personal files). All formal and informal training, coaching or supervisory meetings will be recorded. These records will also include the impact the professional development has had on the member of staff's personal and professional skills.
- **Room Assessment & Moderation** – Quarterly supervisory procedure carried out by senior member of staff. Ongoing throughout each month each room of the nursery is assessed in the following areas, Key Children's welfare and any safeguarding concerns relating to them, Practitioners performance, CPD, training and development ongoing moderation of children's files, *planning of activities* for children and *Teamwork and Supervision*. Support is available to discuss any issues or concerns regarding children's development or well being and the structure enables the staff to talk freely and openly about what is gone well and what has been challenging.  
Actions points are made with clear timescales which are monitored to achieve maximum impact and evidence the distance travelled of the room practice in general or the individual member of staff
- **Annual Formal Appraisal** – Linked to individual training needs and inspirations which feeds into the organisation training plan.



Childcare at its Best

Review date: 16.01.18	Date of next review: 16.01.19