



Support and Supervision Policy

Version Control

Version	Nature of Update	Author	Date
1.0	Original Issue	Penelope White	13/06/2021
1.1	<ul style="list-style-type: none"> Reviewed -added further tiers of Support and Supervision for Administrator and Financial Administrator Added purpose to Promote staff well being 	Penelope White	01/09/2023

--	--	--	--

The Phoenix Kindergarten recognises the need for regular and effective supervision of all staff that have contact with children and families.

Supervision will provide 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.

Purpose of Supervision

- Review staff member's workload
- Monitor progress and review the direction of their work
- Identify any gaps in training needs and skills to enhance professional development
- Encourage Continuing Professional Development
- Celebrate work achievements
- To challenge the member of staff supportively and constructively
- Issues related to work are addressed
- Working practices are discussed
- Emotional well-being/work-life balance
- Mutually agreed and acceptable boundaries
- A place to offload work-related stress
- Promote staff well being

Supervisee can expect from supervision

- A place where guidance is received
- To be challenged; a place to address actions and follow up
- Notes and records of the sessions are made and stored appropriately in the Support and Supervision folder

- An assessment of training needs
- Support is offered
- The supervisor has an understanding of the supervisee's work and workload
- Acknowledgement and praise are received
- Work is discussed and targets agreed
- To discuss any issues – particularly concerning children's development or well-being
- To identify solutions to address issues as they arise
- A focus on Key Worker children
- To receive coaching to improve their personal effectiveness
- A place to offload work-related stress

Supervision Procedure

- Supervision meetings usually last approximately one hour
- Supervision should take place in a private and uninterrupted space, due to the nature of our setting these are sometimes online via Zoom
- If meetings must be cancelled for any reason they should be rescheduled as soon as possible
- Notice and relevant paperwork will be given to the employee prior to supervision meetings
- Both parties should bring relevant paperwork to the meeting
- It is the supervisor's responsibility to record the meeting and provide a copy for the supervisee and then to file in the confidential supervision folder
- Both parties should sign the agreed paperwork
- A date for the next meeting should always be arranged before the end of the supervision
- Confidentiality will be maintained in accordance with the Confidentiality Policy and GDPR Policy

Supervisors

- Supervision of the Kindergarten Teacher will be carried out by one of the Directors of the CIC every 6 – 8 weeks
- Supervision of the Kindergarten Assistant (if applicable) will be carried out by the Kindergarten Teacher every 6 – 8 weeks. The Kindergarten Teacher will then consult with the Director if necessary
- Supervision of the Kindergarten Administrator /Finance Administrator will be carried out by the one of the Directors every 6 - 8 weeks

- Supervision of the Director will be carried out by a wider Trustee (when appointed)