

**Supervision Policy**

To provide an effective service there needs to be lines of accountability. The Management Committee are responsible under the Charitable Law to ensure the service provided is correctly managed and supported and that staff and volunteers are adequately supervised.

The Management Committee considers supervision to be an investment in their staff.

**Aim**

* Maintain accountability to Lavington Pre-school.
* Assist and encourage personal and professional development.
* Monitor and review performance.
* Maintain standards of the pre-school.

**What is supervision**

It is a regular face-to-face, uninterrupted meeting between a named supervisor and supervisee. Supervision supports, directs and monitors the member of staff, thus enabling and empowering both personal and professional development.

**Who is supervision for?**

All members of staff, including volunteers, will be offered supervision. It will be offered once every full term on a pre-arranged date and time and will be carried out during working hours unless prior arrangements are made.

**Supervision agreement**

A copy of the pre-school’s supervision agreement will be given to all supervisees. Both parties before the initial meeting must approve the agreement. This will include:

* Frequency and duration of sessions.
* Issues surrounding confidentiality.
* Purpose of supervision.
* Feedback (Accountability)
* Agenda setting.
* Record Keeping.
* Note taking.

**Linking to the individual appraisals**

Individual appraisals will be performed by the Manager and will take place after 3 months after commencement of contract and then annually. These will be undertaken during working hours. Any issues arising from supervision may be discussed with the Manger prior to the appraisal.

A copy of the supervision meeting will be kept in the supervisee’s personal file and will be kept in a locked cabinet.

**Accountability**

Any issues discussed during supervision are confidential. However, if the Manager feels they need to discuss information with the Management Committee consent will be sought. This system of reporting is thought to be beneficial to all.

Lavington pre-school aims to collect fees from parents whose child(ren) attends extra hours which are in addition the 15/30 hour free entitlement funding and the 2 year old funding.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Supervision Policy: The Chairperson is responsible for overseeing the annual review.

**The Lavington Pre-school Supervision Policy will be reviewed on:**

**Date: ……………………………………………….… Signed: ……………………………………………………………**

**Name: ……………………………………………….. Post: ………………………………………………………………..**

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**The Supervision Agreement**

Effective supervision is a dynamic two-way process/relationship between the supervisor and supervisee. Each party has specific responsibilities and rights within the relationship.

|  |  |
| --- | --- |
| **Supervisor** | **Supervisee** |
| To establish a safe a constructive learning environment to explore practice. | To prepare for supervision. |
| To share information, skills and experience. | To present practice/work issues that need exploring. |
| To give clear and specific feedback. | To be open to reiving and giving both positive and critical feedback about practice. |
| To clearly identify strengths of the worker. | To engage in reflective practice. |
| To challenge bad practice. | To be prepared to challenge the style and content of supervision. |
| To be aware of and be clear about organisational constraints. | To review performance against set objectives. |
| To set achievable objectives. | To contribute to regular evaluation of supervision process. |
| To work proactively to help the supervisee overcome personal and professional blocks. | To be open to changing behaviour and addressing barriers. |
| To acknowledge and praise areas of good practice. | To accept credit and understand its place in professional practice. |
| To inform supervisee of areas of policy change or practice developments and identify any relevant training and development opportunities. | To identify any relevant training, educational and professional development opportunities. |
| To identify up to date research and evidence-based practice. | To be prepared to change interventions as a result of this and to identify skill gaps. |
| To ensure registrations of all relevant professional bodies are up to date and all criteria to practice against registration is met. | To keep relevant professional registrations updated and ensure compliance with all professional standards. |
| To ensure accountability for all named actions. | To ensure accountability for all named actions. |

This should form the supervision agreement between two parties and be signed and kept with a completed, signed supervision form.

Signed by Supervisor: ……………………………………………………………………… Date: …………………………………………..

Signed by Supervisee: ……………………………………………………………………… Date: …………………………………………..



**Staff Appraisal Form**

**Key: A = Excellent B = Very Good C = Good D = Average E = Needing improvement F = Poor**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **ASSESSMENT AREA** | **A** | **B** | **C** | **D** | **E** | **F** | **COMMENTS** |
| Overall Performance |  |  |  |  |  |  |  |
| Flexibility |  |  |  |  |  |  |  |
| Punctuality |  |  |  |  |  |  |  |
| Absence |  |  |  |  |  |  |  |
| Attitude/Professionalism |  |  |  |  |  |  |  |
| Working with children |  |  |  |  |  |  |  |
| Contribution to Topics |  |  |  |  |  |  |  |
| Taking Initiatives/lead |  |  |  |  |  |  |  |
| Attention to Detail |  |  |  |  |  |  |  |
| Confidentiality |  |  |  |  |  |  |  |
| Clearing up & being helpful |  |  |  |  |  |  |  |
| Creativity/Imagination |  |  |  |  |  |  |  |
| Ideas/Contribution  |  |  |  |  |  |  |  |
|  Accepting responsibility |  |  |  |  |  |  |  |
| Working under pressure |  |  |  |  |  |  |  |
| Quality of Learning Journeys/2 yr old check |  |  |  |  |  |  |  |
| Quality of Observations |  |  |  |  |  |  |  |
| Team working skills |  |  |  |  |  |  |  |
| Decision making skills |  |  |  |  |  |  |  |
| SST skills |  |  |  |  |  |  |  |
| Furthering your Education |  |  |  |  |  |  |  |
| Communicating with: |  |  |  |  |  |  |  |
| Parents |  |  |  |  |  |  |  |
| Children |  |  |  |  |  |  |  |
| Colleagues |  |  |  |  |  |  |  |
| Schools/Other Agencies |  |  |  |  |  |  |  |

**Further Comments on any of the above Assessment Areas above:**

**TARGETS FOR THE FUTURE:**

Completed by (Name) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_