

# Hemingford Grey Playgroup

## Policy: Supervision

March 2019

### Introduction

Supervision is a formal and recorded process through which the professional actions of staff are examined and regularly reviewed. It provides a recorded system of decision making that is audited to improve practise and to improve the service that is provided to children and parents.

Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

- discuss any issues - particularly concerning children's development and well-being.
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness

### Procedures

At Hemingford Grey Playgroup all practitioners who work directly with children and families are supervised by their designated line manager.

Supervision meetings are held every term for each staff member.

Supervision meeting are conducted in line with existing procedures and are held in a confidential space suitable for the task.

Supervision agreements are drawn up for all staff.

A copy of the supervision record form is retained by the supervisor and a copy provided to the supervisee.

Each member of staff has a supervision file which holds a copy of the supervision agreement and their supervision record form. The supervision file is stored securely at all times.

All supervision meeting must include discussions concerning the development and well-being of each of the supervisee's key children.

Where concerns are raised, the supervisor and supervisee must seek to identify solutions and identify further actions that need to be taken - these are recorded on the child's file and may include support from external agencies.

All aspects of supervision must ultimately focus on promoting the interests of children.

During supervision meetings members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues.

During supervision meetings staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings relating to themselves (or anyone in their household) which may affect their suitability to work with children that have occurred during their employment with the setting. Any new information is referred immediately to the Playgroup Chairperson and actioned appropriately following the guidelines set out on the DBS website.

This policy was adopted at a meeting of Hemingford Grey Playgroup Committee, held on 13<sup>th</sup> My 2015

Signed by the chairperson on behalf of the Committee:

.....(Chairperson's name - block capitals)

.....(Chairpersons signature)

.....(Date)

# Supervision Agreement

We agree that supervision will be given and received in accordance with the Hemingford Grey Playgroup supervision policy which includes more details of the supervision process.

This supervision agreement is between .....(supervisor) and .....(supervisee) and outlines what each of us can expect from the supervision process and what our responsibilities are.

- We will arrange supervisions on a ..... basis and neither of us will cancel these unless there is an urgent reason to do so.
- Supervisions will start promptly and will finish after an hour or when we have had time to discuss all issues.
- We will treat our conversations with respect for each others views. Both of us should feel free to express personal views and opinions without prejudice.
- We will hold supervisions in a quiet area where other people cannot overhear us. We will keep the contents of the supervisions confidential, although some issues may need to be referred to the supervisors line manager or other agencies if necessary (e.g. Social Care).
- We will keep a written record of each supervision meeting which we shall both sign and each of us shall have a copy.
- We will both complete any actions agreed at the supervision within the agreed time scale. At our next supervision, we will review the notes of the previous supervision to ensure that all the actions have been carried out.

Signed (Supervisor) ..... Signed (Supervisee) .....

Date ..... Date .....