

3.2 Supervision and Appraisals

EYFS: The Safeguarding and Welfare Requirements
3.22, 3.23

Policy Statement

We implement a system of supervision for all of our staff following their induction and probation period. Supervision is part of the nursery's overall performance management system and promotes a culture of mutual support, teamwork and continuous improvement.

Procedures

- Regular supervision encourages the confidential discussion of sensitive issues including the opportunity for staff and their managers to:
 - Discuss any issues – particularly concerning children's development or well-being, including child protection concerns
 - Identify solutions to address issues as they arise
 - Receive coaching to improve their personal effectiveness
 - Develop their own skills in order to progress in their role
 - Discuss any concerns relating to changes in personal circumstances that might affect an individual's ability/suitability to work with children.
- We carry out annual appraisals and one supervision session a year with a member of the Management Team,
- Practitioners also receive, at least one supervision with the employees with their Room Leader.
- There may be times when supervision may be increased for members of the team as and when needed, i.e., if the Management or Room Leaders have recognised the need for more targeted support, if the employee has a particular concern about a child, or if they are going through personal circumstances at home, for new starters, staff returning after long-term illness, on request from staff.
- The Management Team and Room Leaders will be responsible for the provision of any support the staff team may need between these reviews. This includes mentor support, one-to-one training sessions, on-going supervision, work-based observations and constructive feedback.
- Appraisals and supervisions also offer regular opportunities for employees to raise any changes in their personal circumstances that may affect their suitability to work with children. This should include any incidents resulting in a reprimand, caution or prosecution by the police, any court orders or changes to their health. These changes are recorded as a declaration on the individual member of employee's supervision form and appropriate action is taken, where applicable, in line with the safeguarding/child protection and disciplinary procedure.
- Staff have a responsibility to ensure that they are available for supervision meetings and that the necessary paperwork is complete. Information shared in supervision sessions is confidential.

- The supervision process will be evaluated regularly through staff feedback and is used as part of the overall performance monitoring system at the nursery.
- Management and Room Leaders receive appropriate training in delivering supervisions and appraisals.

It is the responsibility of the Nursery Management to plan time to ensure that all employees have supervisions and If for any reason a supervision is cancelled a new date will be rearranged within a week if possible

Management Appraisals

HR staff at Dukes Education carry out a confidential 360' questionnaire on the Management Team at Hopes and Dreams when appraisals are due, so that this can be used in the appraisal to ensure they get a full picture of the management and use for setting targets if necessary.

Reviewed: April 2022	Next review date: April 2023
Signed on behalf of the nursery: <i>L. Thorpe Zurawska</i>	