

Little Stars Pre-school

SUPERVISION POLICY

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

The Management considers Supervision to be an investment in their staff and will offer Supervisions to all staff at regular intervals.

Aims of Supervision

- Maintain accountability to Little stars Pre-school
- Assist and encourage personal and professional development
- Monitor and review performance
- Maintain standards of the pre-school

What is Supervision?

A Supervision is a regular face-to-face, uninterrupted meeting between a named supervisor (normally the manager) and the supervisee (the staff member or volunteer). The Owner has a supervision with another pre-school owner. The Supervision supports, directs and monitors the member of staff, thus enabling and empowering both personal and professional development. All members of staff and volunteers at the setting will be offered a supervision once every half term on a pre-arranged date and time normally in working hours but may sometimes be away from the setting as staffing may not always allow for two members of staff to be excused for the meeting.

Annual Reviews

Annual reviews are offered to all staff and volunteers. The annual review is an overall view from the staff member or volunteer of their individual views of their performance and development. The annual review is completed by the staff member in advance of an agreed meeting date and time. The Manager will discuss the review at this meeting recording the discussion and writing an action plan for future development.

Peer on Peer

Peer on peer observations are carried out regularly on staff and volunteers to reflect how staff and volunteers work with the children and their team members. The observations are recorded to discuss with the team member at their review or supervision.

Accountability

Anything discussed during Reviews and Supervisions is confidential. However, if the supervisor decides that they need to discuss any information with the Owner then she will.

Any of the above records will be kept in the pre-school office, staff and volunteers can ask to see them at any time in pre-school hours.

This policy was adopted by Little Stars Pre-school

Signed on behalf of the pre-school: Jo Mengham

Role of signatory: Owner

This policy is a static policy for our website and will be reviewed and amended throughout the academic year. Copies of our up to date policies can be seen at our Pre-school.