



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

2018 Version

1 of 2

SUPERVISIONS AND APPRAISALS POLICY

Policy links – Safeguarding, Learning Journeys, Confidentiality and Employment.

Outline: Supervisions and Appraisals

This system runs in accordance with the Statutory Framework for the Early Years and Foundation Stage 2017 under section 3 whereby all points are relevant and the following is specific :

3.22 – “Supervisions should provide opportunities for staff 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

Daily Chats – each morning the Manager will chat to each member separately to discuss any concerns. In the absence of the Manager, the Deputy Manager will take on this role.

Toolbox Talks – The Manager provides time for staff to get together each day. Furthermore, there is a paid altogether planning meeting every half term.

Purpose of Supervision meetings

To ensure practitioners are clear about what their job is, what the pre-school wants them to do, to raise safeguarding concerns and to be supported to do that job well. The meeting allows both parties the opportunity to evaluate and review workloads and performance so that learning and development can take place and to identify performance shortfalls, encourage and motivate staff to initiate training, support and/or coaching. Supervision does not replace the annual staff Appraisals.

Responsibility

The Manager is responsible for carrying out Supervisions and Appraisals. The Manager will require an Appraisal. The Committee Chairperson/s should carry this out, the Chairperson/s can perform this duty upon undertaking the related Local Government Training.

Confidentiality

Supervision documents belong to I.U.F.A and not solely to the Manager, Practitioners or Committee. They may be accessed in cases of:

- A grievance



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

- Disciplinary
- Internal/external enquiry
- Complaints
- Up-date on 'Disqualification by Association' Declaration

Summary of What Supervision means

- It is a formal and recorded process where the professional actions of staff are examined and reviewed by using a recorded system
- Supervision is a tool in order to allow staff to seek support, access training, and understand the procedures to follow in order to enhance their careers
- It is a means of monitoring, developing and evolving practice
- It is a reflective and evaluative process
- To look at the quality of practice.

Frequency and duration

Staff will have a Supervision meeting every 8 weeks and an Annual Appraisal. However, should matters arise; earlier dates and times can be mutually arranged. Nevertheless, should the welfare of a child or children be in question, follow safeguarding protocol immediately.

Two-way discussion

During Supervisions both parties' 1:1 can discuss:

- Any issues
- Problem Solving
- Coaching for performance
- Training Requirements

Agreed and Signed by Chairperson/s.....

Print Names.....

Date.....Review Date.....