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| Pavilion Pirates Preschool  Baden-Powell Lodge,  Pavilion Road,  Off Woodhouse Lane,  Botley,  SO30 2EZ  Contact During Session:  07769177701 | ***Registered Charity:1185950***  **2001-2021**  **20 Years**  ***Registered with Ofsted***  ***Supported By***  ***small for partnership publications*** |

**2.3 Supervision Policy**

**Rationale**

The Early Years Foundation Stage (EYFS) (2021) places an emphasis on welfare and safeguarding standards, stipulating that regular staff supervision is a statutory requirement.

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| Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.  (EYFS :3.22) (2021) |

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| Supervision should provide opportunities for staff to:   * Discuss any issues - particularly concerning children’s development, safeguarding and well-being, including child protection concerns * identify solutions to address issues as they arise * receive coaching to improve their personal effectiveness   (EYFS: 3.23) (2021) |

**Purpose**

* To establish and maintain a positive and co-operative working relationship between managers and staff, built on trust and respect.
* For members of staff to discuss any concerns that they have about children, families and work colleagues, and know who to approach should the need arise.
* To ensure staff are clear about their roles and responsibilities, and that their practice is consistent with the ‘settings’ values, policies and procedures.
* To reduce stress-related absences and maintain staff well-being.
* To identify and review personal development needs and activities for staff that relate to their roles and the needs of the setting
* All aspects of supervision must ultimately focus on promoting the interest of children.

**What does this look like in practice?**

At Pavilion Pirates all practitioners who work directly with children and families are supervised by either the Lead Practitioner or Deputy Lead Practitioner.

Supervision meetings are held every 6-8 working weeks for each staff member, or sooner if a staff member is new or less experienced.

A Staff Supervision Agreement will be discussed between the supervisor and supervisee and signed prior to the commencement of the first supervision being held at the setting. This Agreement will be reviewed at the same time as the Supervision Policy.

The Supervision Record will be printed, read and if in agreement, signed by the staff member. Each member of staff has a supervision file which holds their supervision record forms, and which is stored securely at all times. Staff may request a copy of their supervision form should they wish.

**Roles and responsibilities**

**Supervisors need to:**

* Ensure that staff members receive the appropriate amount and regularity of supervision. This may vary according to roles and hours worked.
* Avoid postponing supervision sessions. Where cancellation is unavoidable, it is the responsibility of the supervisor to arrange an alternative time as near as possible to the original time.
* Arrange a suitably private venue free from disturbances.
* Be prepared to challenge and to give and receive constructive feedback.

**Supervisees need to:**

* Value the importance of supervision and contribute to an effective process.
* Prepare for, attend and actively contribute to supervision meetings.
* Act on decisions made in supervision.
* Be open to challenge and to receive and give constructive feedback.

**Useful Early Years Alliance publications**

* The New Early Years Employee Handbook (2016)
* Recruiting Early Years Staff (2016)
* People Management in the Early Years (2016)

**Other useful Publications - Department for Education (DfE**

Statutory Framework for the Early Years Foundation Stage (2021)

**2.3 Supervision Policy**

**This policy was adopted by Pavilion Pirates Preschool CIO**

**On 21.07.2021**

**Date reviewed 21.07.22 ( reviewed every 2 years)**

**Signed on behalf of the provider**

**Name and Role of Signatory Linda Noble (Trustee/NI)**

**Signed on behalf of the provider**

**Name and Role of Signatory Helen Travers (Trustee)**

**REVIEW DATE 21.07.2024**