



COLLEAGUE SUPPORT & SUPERVISION POLICY

INTRODUCTION

Tigers Childcare is committed to providing colleague supervision to maintain and promote standards. It forms part of our overall performance management structure which includes recruitment, induction, and training.

POLICY STATEMENT

This policy has been written to aid the company in fulfilling our responsibilities under the Statutory Framework for the Early Years Foundation Stage (EYFS) which came into effect in September 2021.

The framework states *“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.*

Supervision should provide opportunities for staff to:

- *discuss any issues – particularly concerning children's development or wellbeing, including child protection concerns*
- *identify solutions to address issues as they arise*
- *receive coaching to improve their personal effectiveness”*

PURPOSE OF SUPPORT & SUPERVISION

Support and supervision is a means of ensuring that early childhood managers, leaders and practitioners have access to support, mentoring if required, and continual professional development to further enhance their knowledge, which will then make a positive contribution to the children's learning and development.

Supervision enables managers and early childhood practitioners to reflect on their everyday practice with the children they care for and educate. Supervision sessions provide an opportunity to monitor and ensure quality of practice as well as providing support and feedback. Any issues arising in the workplace can be addressed in a timely and supportive manner. Colleagues will be encouraged to put forward new ideas, make suggestions for changes or to request additional training.

Colleague supervision is provided by managers or room leaders, follows a planned and agreed structure and takes place regularly, depending on the capacity and needs of the service. It should promote 'reflective practice', which involves checking and changing practice in the light of learning from past experiences.



WHAT IS SUPERVISION

Supervision is a regular, planned, accountable two-way process which offers support and develops the knowledge, skills and values of an individual, group or team. Its purpose is to monitor the progress of professional practice and to help colleagues to improve the quality of the work they do, thus improving outcomes for children as well as achieving agreed objectives.

Supervision also provides an opportunity to discuss sensitive issues including the safeguarding of children and any concerns raised about an individual or colleague's practice.

All practitioners, whether they are full time, part-time, volunteers, apprentices or work placement students need supervision.

Supervision provides professional one to one support away from the children and direct work environment and provides the opportunity to reflect on own practice, professional progress, safeguarding issues and to self-evaluate.

BENEFITS OF SUPERVISION

For Practitioners

- To ensure practitioners are clear and confident about their roles, responsibilities, and accountabilities
- To reflect on their practice
- To provide consistency
- To provide constructive feedback
- To recognise and value work
- To promote health and well-being
- To build confidence and capacity
- To provide opportunity for an open, individual discussion.

For the Company

- To assist the practitioners in understanding the company's vision, where it is going in the future and how they can contribute
- To ensure practitioners have a manageable workload
- To ensure there is highly effective provision for children, parents, and carers
- To ensure clear communication within the company
- To ensure practitioners meet the company's objectives and standards
- To assist in colleague retention
- To ensure implementation of policies and procedures



POLICIES & PROCEDURES

Colleague Supervision Meetings

It is important for colleagues to meet with their supervisor/manager on a one-to-one basis. Supervision meetings take place every 4 – 6 weeks. During the induction period (one month) for new colleagues, supervision meetings must take place weekly.

All colleague supervisions are documented and kept on the colleague's file for the duration of their employment.

Items covered during supervision meetings include:

- Actions from previous supervisions
- Any problems, issues, support needed
- EYFS – meeting children's needs, planning, record keeping
- Keyworker children – any issues or concerns
- CPD/Training required, or review of CPD/training undertaking and the impact made
- Recent success and progress
- Colleague welfare – any issues that need to be brought to the manager's attention e.g., mental health, general health issues, medications
- Colleague suitability – any changes in circumstances which may affect a colleagues' suitability to work with children

Supervision Agreement

Each colleague is asked to sign a 'supervision agreement' which will be kept on their colleague file for the duration of their employment. The agreement indicates the colleague & manager's commitment to the supervision process.

Meetings

Team meetings are important in facilitating good teamwork. They provide a forum to discuss and review all policies and procedures

- Monthly manager meetings are held. Managers from all EY services attend these meetings which are usually held on the first Wednesday of every month. The meetings are led by the Operations Director and are collaborative in nature.
- The meetings are an opportunity to discuss any issues that arose during the previous month and provide a forum for feedback.
- Each service holds monthly meetings where managers and their team meet to discuss any issues within the services, roll out of new policies, raise any child welfare/protection concerns etc.
- All meetings are documented.



COMMUNICATION PLAN

A copy of all policies will be available during all hours of operation to staff members and parents/carers in the Policy Folder located in each Tigers Childcare Facility.

Parents/Guardians may receive a copy of the policy at any time upon request.

Parents/Guardians and staff will receive written notification of any updates via Child Paths and email. Updated policies are also available on our website.

RELATED/SUPPORTING DOCUMENTS/RELATED LEGISLATION

- [Statutory Framework for the Early Years Foundation Stage \(EYFS\)](#)
- Child Safeguarding Policy
- Recruitment Policy

POLICY REVIEW

Policy Created: July 2022

Policy Updated:

Reviewed: Annually