

# Supervisions Policy

Supervisions are a legal requirement of the Early Years Foundation Stage 2014 and the inclusion of regular supervisions is monitored by Ofsted. The need for good communication is also included in many other legal frameworks.

## Policy Statement

Here at The de Lacey Montessori School, we consider that Supervisions are a positive step in our aim to continually improve our practice, to promote the development of our staff and to improve the safety, wellbeing and outcomes for the children in our care.

## Responsibility

The Manager is responsible for ensuring the implementation of this Policy. The manager, Charlotte de Lacey, is responsible for arranging supervisions for all staff and for keeping appropriate records. Members of staff have a duty to participate and to actively contribute, and all parties have a responsibility for the timely implementation of any resulting Action Plan.

## Frequency

There will be a minimum of two supervision meetings with each staff member per year, and at least one managers observation of each staff member per year, but this may be changed according to individual needs. Supervisions are a two way process and impromptu supervisions may be requested by the manager or by the member of staff at any time.

## The Process

Supervisions will be planned in advance, and should take guidance from the Supervisions Pro-Forma, which will offer some structure to the meeting. There must be a written record of the meeting and the agreed outcomes. The form must be completed by both members of staff within five days of the supervision meeting. Both parties should sign the form.

Supervisions are confidential and will be held in at The Teachers Table. They will be undertaken by the manager, or Deputy, or the managers proxy, who will be competent to make positive, constructive judgments about the issues under consideration.

## Content

Supervisions are to provide an opportunity to reflect upon the standards being achieved in the setting, and to ask if we are meeting the goals that we set out in our vision.

There are two distinct areas to consider;

- Issues affecting Key Children
  - Safety
  - SEN
  - Learning & Development requirements
  - Parental Involvement
- Issues affecting the staff member

- Achievements to celebrate
- Notes from managers observation
- Training to be shared, training needs
- Development of knowledge & skills
- Support that might be needed
- A review of the CRB status.