



Staff Supervision Policy:

Policy Statement:

Our intention is to provide an appropriate mechanism to give staff, unpaid workers, and contractors feedback on their performance so that a high standard will be maintained. We are also committed to listening to feedback for the purposes of enhancing quality. It is our intention that all staff, unpaid workers and contractors will have opportunities of support and supervision.

Introduction:

Staff employed at Little Acorns Nursery, Montessori Preschool and Acorns Afterschool work on the development that provides chances for greater knowledge, improved skill and better understanding, not as an end in itself but as a means to develop and improve the level of service to children and their families.

Supervision and appraisals are core parts of the staff, as part of our development process at this Service.

The purpose of supervision is to promote and provide accountability, decision-making, support, development of the work and development of the staff members.

Appraisals allow for the setting of new goals and contribute to identifying training/development needs of staff.

Definitions:

Supervision: A key managerial activity – it is ‘a ‘reflective’’ process about professional thinking, actions and decisions that is constant and on-going. Supervision involves: a).

Any communication between two or more relevant staff (one of which is a manager) b) the support and development of knowledge, skills, and values of an individual through an evaluation process to examine professional thinking, actions and decisions.



Appraisals: A staff appraisal is a process by which the work and development of the worker are reviewed. The process contributes to future planning and goal setting.

Appraisals are about a person's previous performance as well as future development. The appraisal should consider the worker's achievements, their expectations and development needs.

Probation:

- Confirmation of all appointments will be subject to satisfactory completion of a period of probation, which will normally be for 11 months, with a review every 3 months.
- During the period of probation, the contract can be terminated by either party in accordance with the provisions of the Minimum Notice & Terms of Employment Act 1973-1991.
- During the probationary period, the Manager will ensure that each employee is fully assisted in understanding and becoming familiar with the demands of his or her post and that there is full discussion with the employee about any problems or difficulties.
- During the probationary period, the employee will be advised on his or her progress using the 3 (three) month Probation Review.
- Management will notify the employee in writing of his or her satisfactory completion of the period of probation.

Objectives of Support and Supervision:

- All staff members must have regular and consistent supervision to:
- Support them in their work.
- Ensure the quality of service to children and families.
- Ensure that they are clear about their role and responsibilities.
- Ensure competent and accountable performance.
- Ensure that in their respective roles they meet our standards and objectives.
- Ensure a positive atmosphere for practice.
- Assist their professional development.
- Reduce stress.
- Increase awareness of new areas of professional knowledge.



- Ensure that they are given the resources to do their job.
- Provide an opportunity to voice their ideas and concerns.

All staff members are entitled to:

- Respect in their role and as a person.
- Clarity about the boundaries of confidentiality.
- Clarity about expectations.
- Have their experience and contribution acknowledged.
- Be briefed about service changes.
- Participate in problem solving and not just be told what to do.
- Access to on-going training relevant to their job.
- Clarification about the crèche policies and procedures.
- Clear performance targets.
- Be allocated an appropriate and manageable workload.
- Clarity about the basis of decisions.
- Regular and uninterrupted supervision.
- Regular formal appraisal.

The supervision programme will be reviewed at least annually to ensure that it is effective. Staff appraisals will be carried out for each staff member within the first six months of appointment and annually thereafter

Supervision Format:

Before the first Supervision Meeting, an initial discussion takes place between supervisor and supervisee to discuss what supervision is and what it is not, and to outline the frequency, duration, and format of supervision meetings.

Both participants' expectations are discussed, clarified, and agreed at the beginning of the supervision relationship.

A Supervision Meeting will be scheduled every two months. The meeting will generally be a minimum of one hour's duration. There will be an agreed agenda for the meeting. The meeting will take place in the Service during working hours.

Resources available for supervision.



We are committed to make the resources available to effectively implement staff supervision to include a quiet space, availability of the line manager etc

How Supervision Needs are Identified:

- Supervision needs will be identified,
- By the employee .
- By the line manager through observation of the employee and their competencies.
- Due to a new policy or practice being implemented due to the needs of a child

A Typical supervision agenda will include:

- Care and welfare of the group. Care and welfare of individual children.
 - Contact and work with parents/guardians and families/key person roles.
 - Any new ideas/reflections on quality practice.
 - Any concerns including, but not limited to, child safeguarding concerns.
- Networking with other agencies and organisations.
- Training needs.
 - Teamwork.
 - Staff welfare and support.
 - Health and safety issues.

Records and record keeping

- The supervision session is recorded by the supervisor and the record kept in accordance with good practice, legislation, and regulation in the staff member's file.
- Both supervisor and supervisee sign the record to ensure that it is an accurate and fair reflection of the discussion and decisions.
- Decisions made at one session will be followed up at the next session to ensure they were acted upon.

Team meetings can have a number of different functions including:

- Information sharing
- Decision making
- Developing the team/teamwork
- Review, reflection, evaluation and planning



- Debriefing and support
- Skills development/sharing knowledge from training attended.
- All team meetings and decisions made should be in the interests of the children and families who use the service. Meetings need to have a clear purpose and direction and a clear recorded outcome. There needs to be an agreed agenda, a timeframe, minutes, a chairperson and open discussion and reflection.

Appraisals:

- All new staff members should have an appraisal carried out before the end of their probationary period and annually thereafter.
- All staff members will be appraised using a standard Appraisal Form. Appraisals should relate to the person's job description and focus on areas of performance relevant to the person's role.
- Appraisals must be recorded, and records kept in accordance with good practice and legislation.
- The following methods are used to support staff: One to one supervision Staff meetings Training Support Sessions.
- All meetings (group and individual) will be recorded. All instruction /direction and training of individual staff members will be recorded on the appropriate Training Form and placed on the individual staff member's file.
- Records All supervision records will be kept securely and confidentially on the staff member's file for 6 years

The Annual review is carried out for the purpose of giving the employee feedback of the work of the year, provide support for staff in their role, provide opportunities to discuss ideas and concerns and plan objectives for the year ahead.

- Records of the Annual Review will be kept confidential to the Manager/Supervisor except in cases of formal disciplinary or grievances or with the joint agreement of both parties.

A handwritten signature in black ink, appearing to be 'E. Beer', written over a horizontal line.

Signed By: _____ Date: 18th July 2023