

General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

Employment

2.4 Supervision Policy

Policy Statement for St Joseph's Pre-school

We support the work of our staff by holding regular supervision meetings. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. The supervision will form part of staff's continuous professional development (CPD).

Supervision meetings are confidential and in line with our information sharing¹ and data protection² policies. They should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues. Supervision is compulsory and must take place at least 4 times per year.

The supervision session will provide an opportunity to look at:

- all aspects of the supervisee's roles and responsibilities in the setting;
- how the supervisee's work reflects the philosophy and meets the standards expected by the setting³;
- the supervisee's personal and professional development needs; and
- the supervisee's learning and career development needs.

The supervision session will also provide an opportunity for the supervisee to:

- reflect on his/her experience and feelings about work in the setting;
- obtain support with any problems or difficulties;
- receive regular feedback about his/her performance;
- agree and review action plans linked to his/her job role and development needs.

Procedures

Supervision will always keep a focus on the best interests of the children in the setting and promote their safety and well-being.

The supervision session must be:

- planned and the supervisee must be aware of the objectives;
- have time set aside at a time and place agreeable to the supervisor and supervisee;
- not be interrupted unless absolutely necessary.

During the sessions the supervisor and supervisee will draw up and work to a supervision agreement. The content and action points of each session will be recorded by the supervisor. The supervisee will receive a written copy of the supervision notes.

¹ Policy 1.5 Information sharing

² Policy 5.4 Data Protection

³ Everyone working with children has a "duty of care" to keep children safe and protect them from harm.

Definition of supervision within the performance management framework

Individual performance management within St Joseph's Pre-school involves three elements:

1. *Supervision* – a regular one to one meeting between the supervisor and the supervisee in order to meet organisational, professional and personal objectives.
2. *Appraisal* - an annual meeting (reviewed six monthly) where the individual and their supervisor:
 - review the individual's performance and identify what has gone well, and what hasn't gone so well over the last year;
 - set measurable objectives and/or targets in line with their team objectives and/or targets for the coming year;
 - have the opportunity to identify learning and development to help the individual carry out his/her job better, both now and in the future.
3. *Learning and Development Planning* – this forms part of the appraisal process and aims to encourage the individual to identify and evaluate learning that has taken place during the previous year and plan for learning and development opportunities for the coming year. A six monthly review will be conducted to ensure that the plans are still relevant and up to date in accordance with any changes, eg. in job role.

The supervision process is a key part of the performance management framework and outlined above. Discussions held and recorded during supervision will form part of the appraisal process.

Learning and Development (Continuing Professional Development)

This function is to encourage and assist staff in reflecting on their own performance, identify their own learning and development needs and develop plans or identify opportunities to address those needs.

The learning and development function will be achieved through:

- helping supervisees identify their preferred learning styles and barriers to learning;
- assessing development needs and identifying learning opportunities;
- giving and receiving constructive feedback on performance; and
- encouraging to supervisee to reflect on learning opportunities undertaken and applying that learning to the workplace.

Support (Personal Support)

This function is to provide support for staff to carry out their role. The nature of the work as well as the effect of particular situations, incidents or personal issues may have an emotional impact on the staff member. By offering support within the supervision context supervisees should be given the opportunity to reflect on the impact of the work upon them and prevent issues adversely affecting them and their work.

This will be achieved through:

- creating a safe environment within supervision where trust and confidentiality are maintained;
- clarifying the boundaries between support and counselling in the supervisory relationship;
- enabling and empowering expression of feelings in relation to the work role; and
- monitoring the health of the supervisee and referring to occupational health or counselling when appropriate.

Mediation (engaging the individual with the organisation)

This function is to ensure that the relationship between the supervisee, their team, the organisation and other agencies with whom they work are effective. This will be achieved through:

- briefing senior managers about key issues raised by staff;
- dealing sensitively but clearly with concerns and complaints about colleagues and others with whom they work;
- consulting and briefing staff on changes and developments that affect their area of work; and
- advocating between worker or team and other parts of the setting or with outside agencies.

Version Number	Author	Purpose of change	Date
1.0	K Coupe	New policy	Sept 2014
2.0	K Coupe	Reviewed and version controlled	7 Nov 2018
3.0	A Hitchings	Reviewed and updated as necessary	1 July 2021 Cttee Mtg