

# Rainbow Early Years

## Staff supervision in early years and childcare policy

### Statement of intent

Supervision is a formal and recorded process through which the professional actions of staff are examined and regularly reviewed. It provides a recorded system of decision making that is audited to improve practice and to improve the service that is provided to children and parents.

### Aim

We aim to ensure that members of staff have access to the support, training and procedures they require for professional growth and development.

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

- discuss any issues - particularly concerning children's development and well-being
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness

### Methods

In order to achieve this aim, we operate the following Staff supervision in early years and childcare policy.

- The staff team are foremost supervised by the Manager and Assistant Manager on a daily basis and any worries or concerns are discussed immediately.
- At *Rainbow Early Years (REY)* all practitioners who work directly with children and families are supervised by their designated line manager.

- Supervision meetings are held every 3 times a year for each staff member.
- Supervision meetings are conducted in line with existing procedures and are held in a private space suitable for the task.
- Supervision agreements are drawn up for all staff and reviewed each meeting.
- A copy of the supervision record form is retained securely by the supervisor and a copy provided to the supervisee.
- Each member of staff has a personal file which holds a copy of the supervision agreement and their supervision record form. The file is stored securely at all times.
- All supervision meetings must include discussions concerning the development and well-being of each of the supervisee's key children.
- Safeguarding discussions will take place to ensure all staff understand their responsibilities.
- Where concerns are raised, the supervisor and supervisee must seek to identify solutions and identify further actions that need to be taken - these are recorded on the child's file and may include support from external agencies.
- All aspects of supervision must ultimately focus on promoting the interests of children.
- During supervision meetings members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues.
- During supervision meetings staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings relating to themselves which may affect their suitability to work with children that have occurred during their employment with the setting. Any new information is referred immediately to the manager. Staff are asked to read and sign our disclosure form.

Date adopted for Rainbow Early Years: November 2017

Date of review: November 2017 by the Manager.

Reviewed: 14-8-18

Reviewed: 30-8-19

Reviewed: 4-8-20