

## **Safeguarding and Welfare Requirement: Staff qualifications, training, support and skills**

Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Providers should ensure that regular staff appraisals are carried out to identify any training needs and secure opportunities for continued professional development for staff.



## **5.2 Supervisions**

### **Policy statement**

We have a supervision system in place that encourages a two-way system of sharing information, reflecting on practice, agreeing targets, and promoting the interests of children.

The overall objective of supervisions is to help maximise practitioner performance and job satisfaction and promote the safety and welfare of the children.

The Early Years Foundation Stage (2025) states that 'supervision should foster a culture of mutual support, team work and continuous improvement which encourages the confidential discussion of sensitive issues.' '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. 3.35 Supervision should provide opportunities for staff to:

- Discuss any issues – particularly concerning children's development or well-being, including child protection concerns.
- Identify solutions to address issues as they arise.
- Receive coaching to improve their personal effectiveness.

Supervision is a regular, formal, 'two way' 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.

Supervision acts as a means for ensuring 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

At Jolly Tots, all practitioners who work directly with children and families are supervised by the Manager, Deputy Manager and/or owner.

Supervision meetings are held every term, or more frequently, if needed, for new members of staff/staff who may need further support.

Supervisions are held in a confidential space suitable for the task. Supervision agreements are drawn up for all staff. A copy of the supervision record form is retained by the supervisor and a copy provided to the supervisee.

Each member of staff has a supervision file which holds a copy of the supervision agreement and their supervision records. The supervision file is always stored securely.

All supervision meetings must include discussions concerning the development and well-being of each of the supervisee's key children.

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, 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, court orders, reprimands and warnings relating to themselves which may affect their suitability to work with children that have occurred during their employment at Jolly Tots. Any new information is immediately referred to the Manager/Owner. Staff are reminded that failure to disclose any convictions, court orders, reprimands, or warnings at supervision (or when they occur) that have not previously been brought to the attention of management, will result in disciplinary action, which may result in permanent dismissal from Jolly Tots.

This policy was adopted by

Jolly Tots Pre-School Nursery (name of provider)

On

1<sup>st</sup> September 2025 (date)

Date to be reviewed

September 2026 (date)

Signed on behalf of the management

Name of signatory

Lee Davison

Role of signatory

Manager