



## **Supervision Policy**

### **Policy statement**

Cricklade Pre-school Playgroup is committed to ensuring that each staff member is given every opportunity to succeed in their work, to the best of their ability.

Supervision is a two way process which supports staff to work professionally, develops opportunity for learning, addresses business requirements as well as supporting staff to feel valued and supported in our working environment. Supervision will bring information that has been gathered as part of everyday working practice which will include mentoring and coaching.

### **Procedures**

- Supervision will be recorded at the time of discussion and all actions required will be agreed and implemented within a jointly agreed time frame. Notes of this supervision will be made and the supervision will be signed by the supervisor and staff member. A copy will be kept securely in the supervision file.
- Supervisions should take place three times a year at an appropriate time and date agreed between the supervisor and staff member.
- All discussions are expected to remain confidential and will include performance, personal, learning and development opportunities and current issues.
- It is expected that each person recognises that supervision is important and is part of the nature of employment. Supervision is a jointly shared and agreed process.
- Supervision is to look at performance, development and support for an individual. This will lead to developing knowledge, skills and experience and encourage the best way of supporting those we provide a service for.