



Busy Bees @ LPS - Supervision Policy

The revised EYFS came into effect on 1st September 2014. Supervision of staff is now a requirement of the EYFS.

The Statutory Framework for the Early Years Foundation Stage states:

3.21. 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.

3.22. Supervision should provide opportunities for staff to:

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

At Busy Bees we believe that effective supervision provides support, coaching and training for the practitioner which will positively impact on their practice. Supervision also promotes the interests of children and fosters a culture of mutual support, teamwork and continuous improvement. Effective supervision encourages the confidential discussion of sensitive issues. The supervision process at Busy Bees will show a commitment to positive working relationships, open channels of communication and addressing training needs.

Supervision of staff is a continual cyclical process. As the Term Time Manager is not included in ratios, opportunities arise during daily routines for the Manager to support, mentor and discuss practice with Practitioners. We reflect on all elements of our practice from a planned activity to a policy which has been implemented. This reflection allows us to share ideas and opinions and move forward as Professionals and as a setting. Should the Manager or Practitioner feel that a more in depth critical discussion is necessary, this will take place at a prearranged time or an impromptu basis in the office. This limits distractions and offers an environment for sensitive and confidential information to be shared if necessary.

There are many benefits of the Supervision process at Busy Bees.

The benefits for the organisation/setting:

- To assist the Practitioner in understanding the organisational values, the direction in which the organisation/setting is going and how the Practitioner contributes to the values and ethos;
- To make sure children and their carers receive a quality service;
- To ensure implementation of policies and procedures;
- To improve internal communication;
- To share responsibility;
- To assist in staff retention;

- To lower rates of grievances, sickness and complaints;
- To ensure that the practitioner meets the organisation and settings objectives and standards;
- To promote clear communication between the organisation and the practitioner;
- When staff feel valued in their role, this positively contributes to developing and maintaining a quality learning and nurturing environment for the children and families attending Busy Bees; and
- To ensure that the practitioner has a manageable and appropriate workload;

Benefits for the Practitioner:

- To ensure that the practitioner is clear and competent about his or her role, responsibilities and accountabilities;
- To reflect on, analyse and evaluate their practice;
- To set, agree and review SMART (specific, measurable, achievable, realistic timely) goals and objectives;
- To provide constructive feedback;
- To ensure consistency of practice;
- To value and appraise the practitioner's work;
- To promote the health and well-being of the practitioner;
- To understand their role in the children's workforce;
- To set clear boundaries;
- To build self-confidence;
- To identify learning needs;
- To improve team working; and
- To increase transparency and openness.

At Busy Bees, we want our supervision of staff to be effective and worthwhile for all involved. All information shared will be treated sensitively and confidentially as appropriate. All Practitioners can be assured that they will:

- Be treated in an anti-discriminatory manner
- have their own feelings and opinions recognised
- be treated as an adult
- be able to disagree if necessary
- be listened to
- be briefed about changes

Effective Supervision of staff take place when Practitioners feel comfortable with discussing all aspects of their work. To encourage this, it is important to clarify the nature of information discussed between Practitioner and Manager as part of ongoing supervision.

We will discuss:

- the needs, behaviours and feelings of children and/or families, including the children's development and well being;

- the staff member's confidence, reactions and responses in their work with children and/or families;
- the staff member's interactions with children, families and/or other team members;
- the consequences of the staff member's actions and attitudes, and, if necessary, alternative ways of responding and interacting;
- work and practice issues. If there are any conflicts and problems relating to work, we will consider how we can provide a solution wherever possible; and
- we will discuss and evaluate training and personal development needs.

The Process:

- The Supervision of staff is a two-way process during which information is shared and discussed confidentially and sensitively.
- The Manager will use good communication techniques for example open body language and good eye contact.
- The Manager will listen and concentrate on what the person is saying without interruption. The Manager will expect the Practitioner to do the same.
- The Manager will use open questions - what, why, who, where, when and how to explore ways of thinking creatively about a problem.
- The Manager will challenge where appropriate and the Practitioner is able to do the same.
- Constructive feedback will be provided and aspects of Practitioner's work will be praised and acknowledged.
- The Practitioner and Manager will share any relevant information.

This policy was adopted on	
Signed on behalf of the preschool	
Date disseminated to staff	
Date for review	