



Milborne Ladybirds Playgroup

Supervision Policy

This policy aims to define the process whereby adults working for Ladybirds are given opportunities to meet with their Supervisor to discuss any issue. Supervision recognises a circumstance; reflects on the situation; analyses the situation and comes up with an action plan. This action plan is put into place and the resulting situation is reflected on creating a cycle of reflection and action.

Effective supervision provides

- Opportunities for staff to discuss any issue – particularly concerning children’s development and wellbeing
- Identify solutions to issues as they arise
- Coaching and training to improve personal effectiveness
- Creates a culture of openness

Ladybirds recognise that:-

- Staff supervision is integral to effective high-quality care of children
- The quality of staff supervision impacts on outcomes for children and their families
- All staff have the right to receive regular formal supervision from supervisors who have received appropriate training and are supported within their supervisory role
- All staff have the responsibility to participate in supervision and attend formal sessions
- The process of supervision is a shared responsibility. Staff and their supervisors are expected to contribute to the effectiveness of the process
- Ladybirds has a responsibility to facilitate a culture which supports the process.

Supervisors will:-

- Ensure that one to one formal supervision sessions take place with each supervisee once a school term
- Record the supervision as agreed with the supervisee
- Provide opportunities for informal, ad hoc, one to one or group supervision
- Ad hoc supervision is a dialogue that takes place between the supervisor and the supervisee as the need arises. It is not a substitute for the formal process
- Ensure the supervisees have a clear understanding of how to raise concerns
- Use the supervisory process to give constructive feedback in order to promote professional development

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- Address concerns as they arise and work positively to improve practice

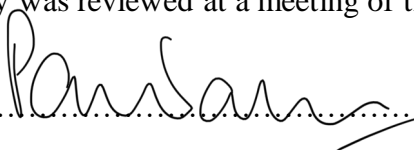
Supervisees will

- Take responsibility for attending supervision meetings
- Prepare adequately for supervision and take an active part of the process
- Take responsibility for raising any concerns that they may have about the quality of the supervisory relationship with the supervisor the Management Committee

Reviewing the Policy

The Supervision Policy will be kept under review and will be reviewed annually

This policy was reviewed at a meeting of the Management Committee held on 25 August 2020

Signed  Chairperson