



## 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

Policy No. 24  
Reviewed August 2020



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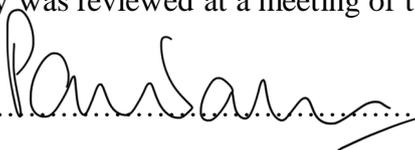
- Address concerns as they arise and work positively to improve practice

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