

As part of our culture of safeguarding and continuous improvement we implement a system of supervision for all of our staff following their induction and probation period. Supervision is part of the nursery's overall performance management system and provides staff with the opportunity to:

- Discuss any issues - particularly concerning children's development or well-being
- Identify solutions to address issues as they arise
- Receive coaching to improve their personal effectiveness
- Ensure that all staff are assessing the children at the same level.

Touch base meetings are held regularly.

At these meetings strategies are discussed as to how concerns/issues can be resolved. The Head of Nursery and/or Deputies will offer any advice or guidance she/he may have that will help.

There will ideally be something that a member of staff can discuss, e.g. a particular child's development, strengths or concerns. However, if there are times where staff may be struggling to identify areas to discuss in a touch base we will ask them to identify things they have enjoyed about their job/done well since the last supervision and one thing they have least enjoyed/requires further improvement.

There may be times when supervision may be increased for members of the team as and when needed, i.e. if they have particular concerns about a child or if they are going through personal circumstances at home, for new starters, staff returning after long-term illness, on request from staff.

The Head of Nursery and Deputies will plan time to ensure that all staff have supervisions. At Roedeans Moira House Nursery supervision is carried out by the Head of Nursery/Deputies. If for any reason a supervision is cancelled a new date will be rearranged within 7 days.

Touch base meetings offer a regular opportunity for members of staff to declare any criminal offences since their last DBS or any reason or incapability to work with children.

Staff have a responsibility to ensure that they are available for touch base meetings and that the necessary paperwork is complete.

Related policies and documents

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy



ROEDEAN MOIRA HOUSE NURSERY - SUPERVISION POLICY 2018-2019

Nursery Policies
Complaints Policy (Parents)
Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: May 2019