

Supervision is a formal and recorded process through which the professional actions of staff are examined and regularly reviewed. It provides a recorded system of decision making that is audited to improve practice and to improve the service that is provided to children and parents.

Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

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

At Melbourn Playgroup all practitioners who work directly with children and families are supervised by their designated line manager. The Manager and MOOS Manager are supervised by the Committee Chair.

Supervision meetings are held at least every six months for each staff member.

A copy of the supervision record form is available to staff and management

Each member of staff has a supervision file which holds a copy of their supervision record form. The supervision file is stored securely at all times.

All supervision meetings must include discussions concerning the development and well-being of each of the supervisee's key children.

Where concerns are raised, the supervisor and supervisee must seek to identify solutions and identify further actions that need to be taken - these are recorded on the child's file and may include support from external agencies.

All aspects of supervision must ultimately focus on promoting the interests of children.

During supervision meetings members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues.

Staff can request a member of the committee to be present at any supervision.

This policy was adopted at a meeting of	Melbourn Playgroup and Out of School Club CIO Management Committee
Held on	16/07/18
Date to be reviewed	2018-19 cycle
Signed on behalf of the management committee	
Name of signatory	Lisa Bamber & Janet Cottenden
Role of signatory (e.g. chair/owner)	Co-Chairs