**Little Burrows**

**Supervision Policy**

All staff have the opportunity to talk to Claire Freeth when she is working in the nursery in person or at other times by phone 07730220804 or by email littleburrows@gmail.com

To discuss any issues regarding any concerns about a child, safeguarding, development or our nursery practice. These will be kept as confidential or on a need to know bases.

This policy is put in place in relation to The Statutory Framework for the early years foundation stage document 2014,

3.20.

The daily experience of children in early years settings and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities. Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, the provider’s equality policy, and health and safety issues. Providers must support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.

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.

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.

In group settings, the manager must hold at least a full and relevant 3 level

qualification and at least half of all other staff must hold at least a full and relevant level 2 qualification. The manager should have at least two years’ experience of working in an early years setting, or have at least two years’ other suitable experience. The provider must ensure there is a named deputy who, in their judgement, is capable and qualified to take charge in the manager’s absence.

Staff will have a formal meeting with Laura French once a term. The meeting will be recorded and a copy given to the member of staff to be put in their own staff folder. It is the responsibility of the member of staff to keep this copy and ensure any targets are actioned before the next meeting.