



**Tickton Pre-school and Play Pals,
Staff Induction, Appraisal and Effective Staff Supervision Policy.**

(Including Induction of Staff, Students, Volunteers and Managers).

**Working in conjunction with the Early Years Foundation Stage Statutory Framework
(EYFS).**

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

EYFS (staff qualifications, training, support and skills).

Policy Statement

We provide an induction for all staff, volunteers, students and managers in order to fully brief them about the setting, the families and community we serve, our policies and procedures, curriculum framework and how to provide quality daily practice to meet the needs of all our children.

All staff will attend staff supervision meetings with the management team and have regular appraisals.

Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children (EYFS).

Our supervision meetings provide opportunities to discuss any issues – particularly concerning children’s development or well-being, to identify solutions that may need addressing and to coach and improve personal effectiveness.

All staff will attend regular full team planning meetings.

Procedures (induction)

We have a written induction plan and pack for all new staff/volunteers/students, which includes the following:

- Introductions to all staff and volunteers, children, and parents including management committee members.
 - Familiarising with the building, health and safety and fire procedures.
 - Ensuring our policies, procedures and risk assessments have been read and are carried out.
 - A safeguarding discussion and review.
 - Introduction to parents, especially parents of allocated key children where appropriate.
 - Familiarising them with confidential information where applicable in relation to any key children.
 - Daily practice of the setting.
 - Details of the tasks and daily routines to be completed.
 - Full review of job description.
 - The induction period can last up-to two weeks or longer as required. The manager usually inducts new staff and volunteers. The chairperson or senior manager inducts new managers.
 - During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
 - Successful completion of the induction forms part of the probationary period.
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- **All staff and volunteers must have a job description.**
 - **The deputy manager (usually with the parent chair-person) will produce regular reports regarding the managers performance. These reports will discuss subjects including; leadership, setting progress/achievements and developments. The format of this will be up to the individual person’s completing the report.**
 - **All staff must attend yearly appraisals (with the manager) and complete regular self-assessment forms. The manager will complete an appraisal pro-forma concerning each individual staff member once a year (JUNE/JULY) – an individual meeting will be held with each staff member to review progress, challenges, support strategies, routines and developments at these times.**
 - **All staff will attend individual supervision meetings at least every term (see planning). Staff can request a meeting with the manager at any time.**

- **Staff will attend regular full team planning meetings to ensure that all progress, challenges and developments can be discussed as a team.**
- **The manger must provide time to discuss with all staff and volunteers - supervision, support, coaching and training needs. Supervision should foster a culture of mutual support, teamwork and continuous improvement and which encourages the confidential discussion of sensitive issues.**

Supervision meeting provide opportunities for staff to:

- Discuss any issues and/or difficulties – particularly concerning child development or well-being
- To discuss successes and plan for further development.
- Identify solutions to address issues as they arise
- Receive coaching to improve their personal effectiveness.
- To review workload
- Explore feelings
- Develop practices and competencies
- Plan for future action
- Ensure children's safety and well-being.
- Focus on any arising issues regarding individual children
- Monitor standards.

(EYFS) - Supervision meetings are confidential – in line with our information sharing policy and data protection.

Supervision meetings must foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.

EFFECTIVE SUPERVISION.

The manager and deputy manager must provide effective supervision for all staff members. Supervision includes coaching, training, support (both emotional and developmental) and the promotion of the EYFS framework.

The management team must foster a culture of mutual support, teamwork and continuous improvement through individual meetings, weekly in-depth team meetings and morning meeting groups.

The management team must be sensitive to staff and encourage the discussion and reporting of confidential issues, sensitive subjects and the immediate reporting of any grounds for concern about a child's welfare and/or safety.

Individual supervision meetings with staff members must be recorded – so that any action can be instigated and a time frame agreed – both the manager and practitioner must sign/date the appraisal form.

THE MANAGER CAN WORK IN CONJECTION WITH

- 'SUPERVISION AND APPRAISALS' (EAST SUSSEX COUNTY COUNCIL)
- &
- 'SUPERVISING AND APPRAISING WELL' (GUIDE TO EFFECTIVE SUPERVISION AND APPRAISAL) (CARE COUNCIL FOR WALES)

BOTH THESE DOCUMENTS CAN BE FOUND IN THE BACK OF THE TICKTON PRE-SCHOOL POLICY FILE.

Supervision meetings:

It is a requirement that each member of staff employed at Tickton Pre-school and Play Pals, and all volunteers, are to receive supervision sessions with the manager or deputy manager.

These sessions will discuss training; provide supervision and provide support to appropriate roles.

Supervision is compulsory and will take place every term (3 times a year) – or as and when requested by the staff member.

The supervision session must be planned and the employee/volunteer must be aware of the objectives and have time set aside and appointments made at a time and place agreeable to the team member.

Supervision can be individual or as **part of a group (team meeting)**.

All team meetings are recorded and minutes taken.

The supervisor and supervisee should not be interrupted unless absolutely necessary. During these sessions, the supervisor and supervisee will work through the settings supervisory form.

The aim of these sessions is to support the 'supervisee' and to encourage reflective practice and development. To discuss personal development plans and communicates to the 'supervisee' about the setting and their contribution towards children achieving their personal goals and objectives.

The supervision also enables the 'supervisee' to raise any concerns.

All staff must complete an annual appraisal form and complete development questionnaires with the aim to reflect on practice, develop ideas and make future plans for setting and personal/professional development.

All information between the supervisor and supervisee will be treated with respect and in a professional manner.

Agenda and structure:-

Formal supervision session should be structures with preparation work having been carried out by both the supervisor and the supervisee and, where possible, an agenda set before the session.

Anti-oppressive

Supervision must be based on anti-oppressive principles.

Record keeping

Supervision sessions will be recorded; including areas covered and discussed, point agrees, action plans and who actions will be taken by, including time frames. – Copies are made available to both supervisor and supervisee.

Records will be signed by both parties (supervisor and supervisee)

Cancellations

In the event that a meeting has to be cancelled by either party, it will be re-scheduled at the point of cancellation. All staff must remain flexible with regards to supervision times and understand that the needs of the setting and parents will sometimes take presedent.

Disagreements

Areas of disagreements between the supervisor and supervisee will be recorded on the records. Areas of disagreement that cannot be resolved may be referred to the setting chair person.

