



Supervision Policy

At Quackers we consider that high quality performance management is one of the most important factors in ensuring positive outcomes for the children and their families. It has a crucial role to play in the development, motivation and retention of staff. This is endorsed by the revised statutory framework of the EYFS 2012.

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. EYFS*

Purpose of Supervision Meetings/Appraisals

Supervision is a means to ensure staff are clear about what their job is, what the After School Club wants them to do, and to raise safeguarding concerns about particular children. The meeting gives opportunity to evaluate and review workloads and performance so that learning and development can take place and to identify performance shortfalls, encourage and motivate staff and initiate training and support.

Responsibility

It is the responsibility of the Manager to ensure that appraisals and regular supervision meetings are conducted with every member of staff. It is the responsibility of the Chairperson to meet with the Manager and Office Manager.

Process and Frequency

Supervision meetings will be carried out once a term and staff will also have an annual appraisal meeting. Further meetings can be requested by either party. There will be written records of these meetings and they will be kept in the member of staff’s personnel file.



Confidentiality

These records will normally be confidential between the member of staff, Manager and the Chairperson. However under certain circumstances these records can be accessed. For Example as part of:

- A disciplinary procedure
- A complaints procedure
- An internal/external enquiry.

Aim of Meeting

These are intended as a two way discussion between a staff member and Manager/Chairperson of the Committee. For these meetings to be effective each person must take equal responsibility for ensuring effective communication, and recognition for the value of supervision and appraisals.

Appraisal/supervision meetings should give opportunity for:

- Staff to discuss any issues they have, particularly concerning children’s development and well-being
- Ensuring that job descriptions are adhered to
- Praise and acknowledgement of a person’s contribution to the Club
- Staff identifying areas of work they are please with
- Discussing personal development activities of a member of staff and the impact this has had on their job
- Staff identifying areas of work they would like to improve
- Setting targets for the following year and discussing what the setting, member of staff and Manager needs to do for these targets to be achieved.

Signed on behalf of Quackers After School Club: _____

Position: _____