



VENN BOULEVARD NURSERY

SUPERVISION POLICY

Reviewed By	Approved By	Date of Approval	Version Approved
Claire Goodaire	Venn Academy	Sept 2021	1.1
Gill Brigham	Venn Academy	Sept 2023	1.2

Policy Statement

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.*
- *Receive coaching to improve their personal effectiveness.*

Taken from the Statutory Framework for the Early Years Foundation Stage points 3.22 and 3.23.

Supervision Organisation at The Venn Boulevard Nursery

Nursery Manager, Gill Bringham, undertakes the roles of Safeguarding and Child Protection Lead with support from Executive Head Claire Goodaire.

Sarah Sargieson is the school SEND Lead with Melissa Robertson the Nursery SEND lead.

Overall supervision for these and other issues is undertaken by the Nursery Manager. In her absence the Deputy Nursery Manager will be responsible for all staff or adults onsite at the Nursery.

Staff are encouraged to speak to the Nursery Manager or Deputy Nursery Manager directly with any concerns as they arise. The school has daily staff briefings and whole staff meetings to address any issues and provide clear updates to practice and protocol. Staff development and training is planned throughout the year and is related to school improvement or professional development.

The Nursery Manager will have daily and full briefings with all staff in the Nursery provision and meet weekly.

SENCO: Termly SEND review meetings with all Keyworkers and teachers individually; writing of reviews, IEP's, referrals, requests for SA in consultations with Keyworker; discussion and support with documentation as required; support with attendance at multi-agency meetings etc.

CPCo: 1:1 discussion, support and feedback; documentation and written reports in consultation with Keyworkers: attendance at reviews and conferences; referrals and feedback; consultation with Social Care and other professionals; support and debriefing for staff attending meetings, core groups etc.

Supervision Meetings

All support staff/Keyworkers will have planned supervision meetings with either the Nursery Manager or the Deputy. Each member of staff will have a detailed record of the meetings with issues, actions and impact. Actions will be reviewed through the supervision cycle and performance/impact will be discussed and reported.

The aim of supervision meetings is to ensure staff have the opportunity to talk about their Key Children, their own professional development and any other issues. Through these discussions the school will ensure that staff are signposted or offered the opportunities to attend training, mentoring or support to maintain and extend their practice.

The school appraisal system for EYFS support staff is through the supervision meetings. Staff are challenged to think about how they can develop their own skills and how this will have an impact on the progress of children in our Nursery. Appraisal reviews at the end of the year will use supervision meetings, actions and impacts as evidence to support pay reviews.

If concerns are raised regarding the practice of a member of support staff this will be addressed through supervision meetings. In some cases, an additional support plan may be put in place to ensure the member of staff has the support and opportunity to improve practice.

Written by: Claire Goodaire & Gill Brigham

Reviewed: September 2023

