



## Ollie's Trust

### Nursery, Breakfast & After School Club

C/o Goosnargh Oliverson's CE Primary School, Goosnargh Lane, Goosnargh, Preston PR3 2BN

Telephone 01772 866415 between 7:45am and 6:00pm

website : [www.olliestrust.co.uk](http://www.olliestrust.co.uk)

## Employment

### Supervision and Appraisals

#### Policy Statement

At Ollie's supervision and appraisals are formal and recorded processes 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.

Appraisals, usually annually, allow for the Management to discuss:

Job descriptions, roles and responsibilities, strengths and areas for development within the setting. The Management should use their development plan, broken down into smaller manageable targets to distribute between the team to help the growth and development of the setting and maintain and improve standards throughout the year. Targets are set and reviewed every 6 months.

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 Ollie's all practitioners who work directly with children and families are supervised by their Manager or Deputy manager. Generally, supervision meetings are held every ½ term for each staff member, more for less experienced staff and sometimes termly for staff who are performing well – this is at the discretion of the Management and no staff member will go over a term without supervision. At Ollie's, group supervisions are performed every two weeks in team meetings where the team have the opportunity to identify areas themselves, or the Management can use this time to identify areas that the team need to develop. Admin staff go longer between supervisions; these are held bi-annually.

Supervision and Appraisal meetings are conducted in line with existing procedures and are held in a confidential space suitable for the task, they are uninterrupted where at all possible. They shall be booked at least two weeks in advance and given priority over other commitments whenever possible. The agenda will be followed and a structure set (see accompanying documents).

Appraisals will require forward planning and both the appraiser and appraisee will fill out a set of questions before hand to base the meeting upon. The Appraiser will collect these answers from the Appraisee one week before the scheduled appraisal to enable them to prepare appropriately.

**Supervision and Appraisal agreements are drawn up for all staff.**

A copy of the supervision/ appraisal record form is retained by the supervisor and a copy provided to the supervisee.

Each member of staff has a personal file which holds a copy of the supervision and appraisal agreement and their supervision and appraisal record form. The supervision and Appraisal 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.

During supervision meetings staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings relating to themselves (or anyone in their household) which may affect their suitability to work with children that have occurred during their employment with the setting. Any new information is referred immediately to Kathryn Cocks (Manager) who will then inform Trust Members.

- Date Policy was written and agreed by all staff:
  
- Signed:
  
- Position: