



## Supervision Policy

Kids Club Ely Ltd that the provision of a high-quality service can only be achieved through good practice from competent and confident staff.

In order for this to happen, it is necessary for staff members to be provided with direction, support, learning opportunities and regular supervision.

Supervision is a formal process in which the workload and performance of each member of the team is consistently evaluated and reviewed, in order to raise standards and facilitate learning and change.

This supervision policy identifies the practice, principles and process of supervision within our setting.

### Supervision Aims and Objectives

- Create an atmosphere of shared trust, honesty and good communication.
- Ensure that the staff members provide an efficient and effective service.
- Help staff to grow and develop professionally.
- Maximise staff knowledge and skills.
- Encourage the development of a reflective practitioner.
- Support staff members within the work context.
- Enable staff members to feel good about their jobs.
- Agree and assess learning and career development.
- Help staff to understand their roles and responsibilities in the setting.
- Enable staff to initiate fresh ways of looking at their practice.
- Encourage staff to become effective and positive members of the team.
- Celebrate staff members' achievements.
- Give constructive feedback.

## The supervision process

- Staff will sign a written agreement for safe guarding before their first Supervision.
- As part of professional development staff will be observed at some point during the school years by the manager.
- Supervision is a planned and formal process.
- The manager and staff will prepare for supervision and consider what needs discussing in advance, including strengths, areas of development and future training.
- An agenda will be prepared to remind staff of the key areas of their work.
- The meetings will be on a one-to-one basis and take place every term.
- Managers will ensure that a supervision session is conducted in a positive way. Staff will be encouraged to ask questions and have their views considered. Supervision is ultimately a key factor in the development of the reflective practitioner.
- Supervision will be recorded and both parties will have a copy of the records.
- Records will be stored in a safe place and if needed for other purposes such as a disciplinary hearing, will be used within policies and procedures. Records will be kept within the principles of the Data Protection Act 1998

This policy applies to all staff; it is the responsibility of the owners and the manager to ensure that supervision is carried out within this policy.