



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

SUPERVISION OF STAFF POLICY

Staff/Parents Pack

At Humpty Dumpty Pre-school we will ensure the safety and welfare of children in our care by providing effective supervision of staff in our employment as well as students and volunteers and how to foster a reflective practice.

Our policy applies to all staff, students and volunteers, working at the nursery.

For Humpty Dumpty Pre-school to ensure that there is an accountable process in place through an effective supervision and an appraisal system, which supports, assures and develops the knowledge, skills and values of each individual member of the team and actively promotes anti-discriminatory practice. The duty of the Manager is to ensure that the Pre-school policies and procedures are embedded in all practice and there is a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.

For many staff involved in a day-to-day work with children and families, effective supervision is important to promote good standards of practice and to support individual members of staff who have responsibilities for the safeguarding and protection of children. Supervision will enable both Manager and Deputy Manager to reflect on, scrutinise and evaluate the work carried out, assessing the strengths and weaknesses of the member of staff. Supervision will be both educative, supportive and encourage anti-discriminatory practice. Opportunities will be created to explore values, assumptions and attitudes in relation to issues of gender, race, age, discriminatory attitudes and behaviours.

The guidance on supervision of staff should

- Help to ensure that practice is soundly based and consistent with LSCB (local safeguarding children board) and organisational procedures.
- Ensure that staff fully understand their roles, responsibilities and the scope of their professional discretion and authority.

- Help identify the training and development needs of practitioners, so that each has the skills to provide an effective service.

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Staff training needs

Humpty Dumpty Pre-school will ensure staff receive continuous support, training and supervision from the Manager in order to provide a safe, secure and healthy environment for all children in the nursery. The Manager will regularly conduct observations and 1: 1 mentoring on all aspects of nursery operations; to ensure that procedures are working in practice and all children are supported fully by the staff. This includes assessing the staff's knowledge and understanding of intimate care routines and safeguarding procedures.

The Manager is responsible for

- The induction of all new staff/volunteers
- The mentoring of staff
- Staff appraisals
- The continuing professional development of staff
- Ensuring staff undertake Safeguarding of children course within first 6 months of starting at Humpty Dumpty Pre-school
- Ensuring nursery staff/volunteers are informed which staff are awaiting DBS clearance.
- Target setting

Staff Induction

The Manager will conduct thorough inductions for all new staff so they have an understanding of their roles and responsibilities, operational procedures, health and safety as well as intimate care routines, safeguarding procedures and anti-discriminatory practice. New staff will be helped to settle into their new job by familiarising them with:

- The job, the work environment and operational procedures
- The other members of staff they will be working with
- Essential information regarding Policies which they will read, discuss and sign
- The staff handbook
- Their conditions of employment
- Information about the children they will care for and their parents
- How to safeguard children in their care and follow Safeguarding Children Policy and intimate care routines.
- The aware of the importance of confidentiality
- A mentor, who will be appointed to each new member of staff and provide continued support and constructive feedback along with general guidance.
- Over the induction period an induction checklist will be filled out by the mentor and new staff member.

Mentoring 1:1

The purpose of mentoring is to offer support and improve the quality of care. Mentor support includes, one-to-one training sessions, ongoing supervision, work based observations and constructive feedback.

- The new member of staff will receive regular informal meetings with their mentor during the first month of their induction period to discuss their progress and targets and throughout the 6 months probationary period.
- The new member of staff will meet with the Nursery Manager at the end of the first week of their induction and at the end of the first month to check that the induction process went well and the checklist is completed.
- The mentor should set up a forum whereby a new staff member can feel confident to ask questions, think aloud, reflect on their practice and make mistakes.

Before each session staff will be expected to

- Prepare for each supervision meeting/observation by reviewing notes from the previous meeting and think about things you want to raise and discuss.
- Check you have a clear understanding of the observation focus.
- During consultation time, Humpty Dumpty Pre-school would like to encourage reflective practice in the nursery to be open about what has gone well and what have you found difficult.
- Be ready to set targets and undertake training and other development activities as agreed with your mentor.
- Make sure you follow through and complete any actions as agreed.

Probation Period

Humpty Dumpty will use the 6 months probationary period to assess the suitability of a new member of staff for the post. The nursery Manager will assess the new member of staffs performance and competence to ensure they meet the required standards. During this probationary period the new member of staff will continue to be supervised by their mentor. Staff performance will also be assessed periodically by the nursery Manager and areas for personal development highlighted.

Staff Appraisals

- To use the staff appraisal meetings to identify, share and celebrate good practice and to decide if targets have been met.
- Follow up on these procedures through supervision meetings and appraisals to identify any area for development or further training.
- Each member of staff will receive two meetings a year with the nursery Manager, a formal appraisal and a more informal interview. This will provide an opportunity for the Manager and member of staff to discuss training needs for the following six months as well as discuss their performance in the previous six months.

Student/Volunteer Supervision

All students/volunteers will also receive an interview to ensure they are suitable for the nursery, an induction process to ensure they fully understand and are able to implement the nursery procedures, working practices and values. All students will be fully supervised to ensure they receive the appropriate support, training and information they may require.

Reporting Concerns

It is important to provide a safe environment so staff can air concerns. The nursery operates a Whistle-Blowing-Policy as a means for staff to raise concerns relating to their peers. The Manager/Deputy Manager will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the nursery.