

# Acorn Pre-school and the Mighty Oaks Clubs, Shefford

## Supervision Policy and Procedure including Personal Development Review Meetings

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### Supervision Policy

The Safeguarding and Welfare requirements state: Providers must have appropriate arrangements in place for the supervision of staff. Supervision should foster a culture of teamwork, and continuous improvement. Effective supervision provides support, coaching and training.

#### Policy statement

Acorn Pre-school and Mighty Oaks believe that regular supervision and monitoring are essential to encourage personal and professional development and the quality of our provision is enhanced when staff members have the right skills and qualifications to work to a high professional standard.

Research into motivation has shown that excellent managers do three things with their staff.

- communicate with their staff regularly, discuss achievements and problems
- set specific, achievable but stretching objectives
- Ensure opportunities for learning and development

#### The aims

Supervision applies to all members of staff and should support, direct and monitor their work at the same time as encouraging their personal and professional development.

Supervision should enable the staff member to:

- Review their work
- Examine their performance and discuss good practice
- Prioritise workloads
- Review targets set in Personal Development Review (PDR)
- Explore methods of working practice
- Improve performance and effectiveness
- Identify training needs
- Raise any individual work related concerns

#### The Supervision Relationship

The line manager and staff member will both:

- Prepare for the session
- Allow enough time for full discussion
- Treat each other with respect, listening carefully to allow issues to be explored in depth and a way that suits both people.
- Be realistic, open and honest with each other
- Accept conflict or disagreement in a positive way without getting defensive

**Frequency/Duration**

Supervision meetings will take place every half term and one a year will be a (PDR) Meeting. Meetings will be planned in advance so staff have appropriate time to prepare and value is placed on the activity.

**Personal Development Review (PDR)**

PDR meetings will follow the same format as supervision meetings but will encompass a review of the preceding supervision meetings.

PDR meetings will always take place with the manager or for senior staff, and if appropriate, the committee chair person.

**Recording**

All meetings will be recorded and signed by the line manager and member of staff. A copy of this record will be stored in the staff members personal file and a copy will be given to the staff member.

**Legislation**

There is no specific legislation relating to supervision but a number of employment acts and regulations influence how they must be provided, including:

- Employment Relations Act 1991
- The Employment Act 2002
- All legislation pertaining to discrimination and equal opportunities
- The Working Time Regulations 1998
- Part-Time Workers (Prevention of less favourable treatment) Regulations 2000
- Health and safety at Work Regulations 1999.

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**This policy gained staff consent on 10<sup>th</sup> February 2016**

**This policy was the subject of parent consultation between 29<sup>th</sup> February and 14<sup>th</sup> March 2016**

**This policy was adopted at a minuted full meeting of the Committee held on**

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**Confirmed on behalf of Acorn Pre-school and the Mighty Oaks Clubs**

**Signature .....**

**Position ..... Date .....**