

SUPERVISION POLICY

HETTY recognises the need for regular and effective supervision of its staff. This is to ensure the following;

- That individual feel well supported and motivated in their work
- That quality services are delivered to service users
- That the organisation can function effectively

1. Purpose of supervision

This is an opportunity to review a staff member's work programme, to monitor their progress and review the direction of their work. Any gaps in skills and training needs can be identified in order to enhance professional development the staff member's achievements in their work are also identified and celebrated.

Supervision is a place where a member of staff can be challenged supportively and constructively within mutually agreed and accepted boundaries. Issues relating to the workplace and to working practices can be identified and discussed.

This is also an opportunity to show that a member of staff is a valued member of our team and it offers a chance to ensure that their emotional well-being is considered and that their personal development needs are being met. During the session, the member of staff will be able to 'offload' their concerns and these can be discussed and reflected upon in a supportive environment.

It gives the opportunity for staff members to develop an action plan and way forward for any issues that they may have.

Purpose of Supervision

- Review of work programme
- A place to be challenged , supportively and constructively
- Issues related to the work place are addressed
- A place to identify skills gaps and training needs-professional development
- People's experiences are valued
- Working practices are discussed
- Achievements are identified and celebrated
- Work progress is monitored and direction is reviewed

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- Emotional well-being/work –life balance ; a place for personal development
- Mutually agreed and acceptable boundaries
- A place to offload

What supervisee can expect from supervision

This is an opportunity for staff member to review their current workload with their supervisor.

Future work is discussed and targets agreed upon. The supervisor acknowledges the work that the staff member has carried out and offers praise where appropriate. Support and guidance is offered where necessary. This is also a time when the supervisor can challenge the supervisee and address action and anticipated follow-up relating to these.

Training needs are identified here and notes of the meeting are made by the supervisor and copied to both parties. This serves as a record for following meeting. Supervision is a chance for staff member to offload and also discuss personal things, unrelated to work, if they so wish.

Frequency and length of supervision

For full time workers 1.5 hours every term or longer if needed

For part time workers one hour every term or longer if needed.

**This policy was adopted at a meeting of HETTY preschool
Staff & Trustees**