



Supervision, Appraisal and CPD policy

This policy represents the agreed principles for Supervision, Appraisals and CPD in the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

At Jack in the Box, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this policy in conjunction with our Data Protection policy for the information collected by Jack in the Box, the professionals this information may be shared with and the retention periods this data is held for.

Introduction

High quality performance management is one of the most important elements in ensuring positive outcomes for children and their families. It also has a crucial role to play in the development, retention and motivation of the early years and childcare workforce. As such, supervision and appraisal meetings are now a Statutory Safeguarding and Welfare Requirement of the Early Years Foundation Stage.

In accordance with the Statutory Framework for the Early Years Foundation Stage 2024 staff supervision is a requirement for providers:

Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

Supervision should provide opportunities for staff to:

- *Discuss any issues – particularly concerning children's development or well-being.*
- *Identify solutions to address issues as they arise; and*
- *Receive coaching to improve their personal effectiveness*

Statutory Framework for the Early Years Foundation Stage 2024

Purpose of supervision meetings

Supervision is a means to ensure staff are clear about what their job is, what the nursery wants them to do, to raise concerns about particular children and to be supported to do that job well. The meeting gives parties the opportunity to evaluate

and review workloads and performance so that learning and development can take place and to identify performance shortfalls, encourage and motivate staff and initiate training, support mechanisms and /or coaching. Supervision does not replace the annual staff appraisals. Supervision and appraisal meetings are a two-way discussion between a staff member and the manager. For these meetings to be effective, each person must take equal responsibility for ensuring effective communication, co-operation, and recognition for the value of supervision and appraisals.

The member of staff can expect:

- To receive effective and sensitive feedback.
- To be treated in an anti-discriminatory manner.
- To have their own feelings and opinions recognised.
- To be listened to.

Responsibility

The manager is responsible for ensuring that regular supervision meetings are conducted with every member of staff. The member of staff is responsible for ensuring that they meet the required standard for the job.

Process and Frequency

Supervision is an essential part of the effective working relationship between a member of staff and a manager. The meetings are a two-way discussion between a member of staff and their manager and to be effective each person must take an equal responsibility for ensuring effective communication and cooperation and recognition of the value of supervision meetings for both parties. All staff must be provided with a regular supervision (1-1) meeting with their manager once per term and an annual appraisal meeting which is booked in advance at an agreed time. However, if both or either party deem it necessary to arrange more frequent supervision meetings, this can be arranged.

The manager will complete a termly supervision record and annual appraisal report. The member of staff will receive a copy of the records and reports if required and will also complete an annual self-appraisal form. The original copies will be kept in the staff file. Supervision and appraisal meetings will last for no longer than one hour. The manager will take notes throughout the meetings in preparation for record/report writing. Together, the manager and member of staff will agree on an action plan to be followed. Staff members are welcome to take notes throughout the meetings if they wish.

What to cover at supervision meeting

The content of the supervision meeting will be to:

- discuss and agree targets/tasks and objectives which need to be carried out
- record progress on these targets/tasks from their previous supervision
- set timescales and deadlines for carrying out the tasks
- identify any performance concerns and improvements required and solutions to issues as they arise.
- identify appropriate support and guidance with regard to all aspects of work including support in dealing with particular children and their individual needs
- identify any training and development needs.
- Which areas has the member of staff succeeded or made improvements in?
- Which aspects of the current role has the member of staff enjoyed?

- What steps has the member of staff taken to promote their personal and professional development?
- New targets to be set for the following supervision/ Appraisal.
- What does the setting and/or member of staff need to do to achieve these targets?
- What are the member of staff's career aspirations?

Supervision Standards

Staff should expect:

- To be given clear objectives and standards, appropriate deadlines and help in achieving their objectives.
- To be able to question how things are done and what is expected.
- To be given the opportunity and time to express any concerns concerning children's development or well-being.
- To be given appropriate support and receive coaching to improve their personal effectiveness.
- To be told in a constructive way if their work is poor, incompetent, or unacceptable and to have a strategy for improvements discussed and agreed.
- To be told when a piece of work has been done well.
- To have their management responsibilities understood and respected by the staff they manage.
- That once targets and/or objectives are set the member of staff will produce work to an agreed standard.
- That staff will demonstrate a willingness to strive for continuous improvements.
- That staff will be open, honest, and non-defensive when their work is being discussed.
- To be able to withdraw the member of staff from a particular piece of work, or to terminate that piece of work if there are reasons for doing so and this will be communicated to the member of staff.
- The manager and staff member will discuss the current workload, team issues, training/development, any additional concerns/issues such as sickness/absences and any achievements since the last supervision.
- The manager and staff member will look at the targets set and will assess the level of progress made towards these targets. Actions may be written as a result of this discussion. For example, further training or more frequent supervision meetings may be suggested.
- Support mechanisms are put in place during the supervision meetings as required.

Continued Professional Development

Each term staff will receive an up-to-date list of current CPD courses. Staff will then have an opportunity to select courses they feel appropriate for their CPD and discuss these with their managers.

First Aid and Safeguarding are kept up to date for all staff on a 2–3-year rotation and regular updates are discussed at team meetings to keep their knowledge up to date of any changes.

Recording supervision meetings

The supervision meeting will be recorded on the Supervision Record Form and should be completed by the manager within 5 working days. Both parties will sign the record and agree the date for the next supervision meeting. A copy of the supervision record will be given to the member of staff if required.

To ensure that the confidentiality and identity of individual children is maintained within the supervision record no names of the children discussed will be used only initials.

Confidentiality

Although this is a confidential document, it is also an organisational document which does not belong solely to the manager, staff member or management committee. However, only under certain circumstances can others access these documents. For example, they may be accessed as part of:

- A grievance procedure;
- A disciplinary procedure;
- An internal/external inquiry;
- A complaints procedure.
- Ofsted
- Subject access requests

In addition to the above information, it is important that staff members continue to raise concerns as they arise and not wait until their termly supervision meeting or annual appraisal.

This policy was adopted by the managers and staff in September 2024

Signed on behalf of Jack in the Box Manager.....

Staff Signatures: