

Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096



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Annual Reviews and Support and Supervision

Introduction and rationale

“Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families” (Statutory Framework for the Early Years Foundation Stage 2012 3.19)

All staff working in Early Years have a responsibility to safeguard the children in their care. Staff can only achieve this effectively if they:-

- Are clear about what is expected of them
- Have the skills, knowledge, behaviours, values and attitudes to carry out their role
- Are fully supported in their role and managed effectively

Supervision is one of the ways in which this can be achieved. This policy sets out how staff can expect to be supervised and provides Supervisors with the key elements needed to supervise staff effectively.

Definition and Functions

Supervision is best described as “an accountable process which supports, assures and develops the knowledge, skills and values of an individual, group or team” (taken from “Providing Effective Supervision” – Skills for care/CWDC 2007)

At Wanborough Playgroup staff are able to discuss things daily with the Supervisor either at pre-start meeting or privately during/after the session. We also have open discussions at staff meetings. We operate two systems for Supervision; namely:-

- Support and Supervision Sessions
- Annual Review

Support and Supervision sessions are held twice a year with an annual review making 3 supervision sessions.

Before starting the supervision procedure with any staff member, the forms and the procedure must be fully explained to them and it must be ensured that they understand, and are completely happy with them. The appraisee should also be given a copy of the last Support and Supervision or Annual Review for reference.

The person being appraised is called the appraisee and the one doing the appraising is called the appraiser.

Support and Supervision Sessions (to be read in conjunction with Support and Supervision Form)

- Appraiser agrees date for Support & Supervision with Appraisee
- Appraiser completes “Points to follow up” section from last session
- Appraisee completes “Successes” and “Concerns” section
- Appraiser, informally, gathers information from relevant people e.g. other staff, committee, parents.
- Appraisee must return form 2-3 days before supervision date for appraiser to read.

- Notes of session should be recorded on the form – indicating comments that have come from session.
- Training needs and next steps are set at the session
- Appraiser completes form within 1 week of interview and returns a copy to Appraisee
- Appraisee signs form signifying agreement with targets set. Optionally, they may add comments in the appropriate section. If no agreements met, then the process should be repeated (with the option of including the Chairperson) until agreement is reached.
- Both parties commence working towards the agreed targets.

Annual Review (to be read in conjunction with Annual Review Form)

- Appraiser agrees date for Annual Review with Appraisee
- Appraiser completes “Points to follow up” section from last Support and Supervision session
- Appraisee completes “Pre-Meeting Boxes”
- Appraiser, informally, gathers information from relevant people e.g. other staff, committee, parents.
- Appraisee must return form 2-3 days before review date for appraiser to read.
- Notes of session should be recorded on the form – indicating comments that have come from session (i.e. Successes, Areas of Development)
- Training needs and targets are set at the session
- Appraiser completes form within 1 week of interview and returns a copy to Appraisee
- Appraisee signs form signifying agreement with targets set. Optionally, they may add comments in the appropriate section. If no agreements met, then the process should be repeated (with the option of including the Chairperson) until agreement is reached.
- Both parties commence working towards the agreed targets.

This policy was adopted at a meeting of	Wanborough Playgroup Committee
Held on (date)	10 th March 2008
Signed on behalf of the Management Committee/Proprietor	Sally Jamie
Role of signatory (e.g. chairperson etc.)	Chairperson
Reviewed at a meeting of	Wanborough Playgroup Committee
Held on	3 rd March 2014
Signed on behalf of the management committee	
Name of signatory	Ali Petherbridge
Role of signatory (e.g. chair/owner)	Chairperson