

Policy/Procedure Title	APN019 – Supervision Policy	
Review Cycle (*Delete as appropriate)	Triennial	
Responsible Department	Science & Public Sector Services – Applewood Nursery	
Procedure *Owner (*Overall responsibility)	Head of Faculty – Science & Public Sector Services	
Responsible *Person (if different to above) *responsibility for communicating changes and staff training where appropriate	Nursery Manager	
Types of provision this procedure applies to: (delete as appropriate)	Support Department	
Revision Record		
Rev. No.	Date of Issue	Details and purpose of Revision:
0	14/6/18	New procedure
1	September 2020	Annual review
2	February 2026	Update and Review

Equality Impact Assessment

Whenever a policy is reviewed or changed, its impact assessment also must be updated. The Equality Act 2010 seeks to simplify discrimination law and introduced statutory duties to promote equality whereby The College of West Anglia must, in the exercise of its functions, pay due regard to the need to promote equality in relation to the protected characteristics.

Could any staff or students be adversely impacted by this policy/process? If yes give details and how this will be mitigated:

Date:	Action and Monitoring:
20.2.26	Update and review of policy

E, D & I Statement

This procedure has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment., Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual Orientation and Disability. We will continue to monitor this procedure to ensure that it allows equal access and does not discriminate against any individual or group of people.

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1 Policy

Supervision is a formal and recorded process through which the professional actions of staff are and regularly reviewed. It provides a recorded system of decision making that is audited to improve practice and to improve the service that is provided to children and parents.

Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

examined

- Discuss any issues – particularly concerning children’s development and well-being and quality of teaching and learning;
- Identify solutions to address issues as they arise; and
- Receive coaching to improve their personal effectiveness.

2 Purpose

At Applewood Nursery our aim is to ensure all practitioners can discuss any concerns to enhance the children’s welfare. Through supervisions our staff will also have the chance to discuss any personal development, and a plan can be devised as to how Applewood Nursery can support this.

3 Scope

Applewood Nursery staff, both permanent and casual staff.

4 Actions and Responsibilities

All practitioners who work directly with children and families are supervised by their designated line manager and/or deputy manager or room leader.

- Supervision meetings are held every half term for each staff member.
- Supervision meetings are conducted in line with existing procedures and are held in a confidential space suitable to the task.
- A rolling record of supervision meetings are kept by the manager. These are accessible by the staff member. Notes should be maintained electronically.
- All supervision meetings must include discussions concerning the development and well-being of each of the supervisee’s key children, safeguarding, health and safety.
- Supervision includes coaching of staff to improve professional effectiveness where appropriate.
- Supervision includes reviewing plans and agreements from previous supervisions.
- During supervision staff can discuss any concerns they have about inappropriate behaviour displayed by colleagues.
- During supervision staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children that have occurred during their employment with the setting. Any new information is referred immediately to the settings’ line manager and Human Resources.

- All supervision sessions must consider whether actions identified in the last session were completed and state the reasoning for this if it hasn't happened.
- Where concerns are raised, the supervisor and supervisee must seek to identify solutions and identify further actions that need to be taken. These are recorded on the child's file and may include support from external agencies.