



Staff Supervision and One to One Policy

Policy statement

Little Elms understand the value of regular and effective supervision opportunities for staff with their line manager. These offer opportunities to allow for open discussions which contribute to the continuous professional development of all employees, and by doing so, improving the quality of childcare and education we provide.

Regular supervisions of Early Years employees are a requirement in line with the Early Years Foundation Stage.

What is a Supervision?

A supervision is a scheduled meeting with an employee's line manager and covers a wide range of topics relevant to the individual's role, performance and development needs.

They aim to:

- Provide a regular 'safe space' for staff to be supported and reflect upon their work and all areas affecting their wellbeing
- Assess staff suitability to work with young children, review any changes regarding their Health Declaration and DBS status
- Develop understanding and skills within their work and direct to training where appropriate
- Offer praise and constructively challenge individuals to encourage future development and quality improvements
- Clarify priorities by agreeing clear, set targets
- Monitor and reflect on personal performance and workload; including individual cases, identify strengths and improve practice
- Recognise and resolve potential and existing problems
- Provide an opportunity to moderate, observe practice and review judgements to ensure accurate and consistent assessment of children's developmental milestones/concerns about children

Supervision Timeline

Little Elms aims to give each employee the opportunity for a formal supervision every term (3 times a year) as outlined below:

- *Autumn Term (September to December)*
- *Spring Term (January to April)*
- *Summer Term (May – August)*

The supervision meetings are designed to last approximately 20 minutes but will be adapted based on the requirements of each individual.

Staff will be given time to prepare for their supervision in advance of the meeting. This is to allow staff the opportunity to consider what they wish to discuss and for them to have the opportunity for them to assess their progress on previous set targets.

Supervision Process

Once a supervision has been scheduled, the following process will be followed:

1. Meeting takes place with your line manager – this could be the Nursery Manager, Deputy Manager, Third in Charge or Room Manager (meetings should be held in a private area)



2. You and your line manager will discuss all areas outlined in the 'Staff Supervision Form'. This document will be completed as you have your discussion.
3. SMART (Specific, Measurable, Achievable, Realistic, Timebound) will be set by your line manager for you to complete within the specified timeframe.
4. The Staff Supervision Form will be signed by you, and your line manager and a copy given to you.
5. Relevant information from the supervision meeting will be shared with the Nursery Manager by the line manager.
6. Progress of your set SMART targets will be reviewed with you as necessary, but as a minimum will be reviewed at the next supervision meeting.

Smart Targets

Specific

Goals that are specific have a significantly greater chance of being accomplished. To make a goal specific, the five "W" questions must be considered:

Who: Who is involved in this goal?

What: What do I want to accomplish?

Where: Where is this goal to be achieved?

When: When do I want to achieve this goal?

Why: Why do I want to achieve this goal?

Measurable

A SMART goal must have criteria for measuring progress. If there are no criteria, you will not be able to determine your progress and if you are on track to reach your goal. To make a goal measurable, ask yourself:

How many/much?

How do I know if I have reached my goal?

What is my indicator of progress?

Achievable

A SMART goal must be achievable and attainable. This will help you figure out ways you can realize that goal and work towards it. The achievability of the goal should be stretched to make you feel challenged, but defined well enough that you can actually achieve it. Ask yourself:

Do I have the resources and capabilities to achieve the goal? If not, what am I missing?

Have others done it successfully before?

Realistic

A SMART goal must be realistic in that the goal can be realistically achieved given the available resources and time.

A SMART goal is likely realistic if you believe that it can be accomplished. Ask yourself:

Is the goal realistic and within reach?

Is the goal reachable, given the time and resources?

Are you able to commit to achieving the goal?

Timely

A SMART goal must be time-bound in that it has a start and finish date. If the goal is not time-constrained, there will be no sense of urgency and, therefore, less motivation to achieve the goal. Ask yourself:

Does my goal have a deadline?

By when do you want to achieve your goal?



What is a One to One?

A one to one meeting is a formal, documented meeting which can be undertaken at the request of a staff member or line manager.

One to one's do not form part of the Little Elms supervision cycle but can be useful where a staff member or line manager wants a meeting to discuss any area relevant to an individual's wellbeing, performance or development needs.

All one to one meeting should be recorded on a 'One to One Record'.

Associated Documents:

- *Staff Supervision Form*
- *One to One Record*