



Supervision Policy 2023

Policy Statement

Grace Park Montessori Pre-School is committed to providing staff supervision to maintain and promote standards. It forms part of our overall performance management structure which includes recruitment, induction and training.

Principle

This policy is underwritten by the *Child Care Act 1991 (Early Years Services) Regulations, 2016*.

Rationale

Supervision is a process for staff and management to discuss work, reflect on current and emerging issues and to plan for future development. Supervision sessions provide an opportunity to monitor and ensure quality of practice as well as providing support and feedback. Any issues arising in the workplace can be addressed in a timely and supportive manner. Staff will be encouraged to put forward new ideas, make suggestions for changes or to request additional training. Staff supervision is provided by the Directress and follows a planned and agreed structure with a formal staff meeting held once per week. As both the Directress and sole staff member work in close proximity, meetings sometimes occur on a daily basis, depending on the activities of the day in question. Supervision also occurs on a daily basis.

Procedures

- A programme of support and supervision is agreed between the Directress and the support staff member.
- Meetings are held on a weekly basis and, where necessary, more frequently.
- Issues arising during the course of the week/day form the basis for discussion.
- Specific areas of work, including, managing behaviour, training needs and personal development are covered regularly.
- A brief record of these regular meetings is noted and retained.

Appraisals

An annual review or appraisal is carried out for the purpose of giving the additional staff member feedback of the work of the year, provide support for staff in their role, provide opportunities to discuss ideas and concerns and plan objectives for the year ahead.

This policy should be read in conjunction with our Risk Management Policy, Staff Training Policy, Recruitment Policy and Complaints policy.

Józefa Chrobak

Directress

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