



Suitable person

2.5 Staff supervisory and development policy

Policy aim

We believe that the training and development of our staff helps the nursery to achieve high standards and to provide quality care and education.

Therefore the nursery aims to support staff develop their practise and to access training and development opportunities. It is hoped that in doing so the staff will enjoy increased job satisfaction and express a greater commitment to the nursery as a consequence.

Supervisory meetings

Why we have supervisory meetings

Supervision is a key part of our staff support system (and therefore an important part of the Manager's role).

Where successful, supervision should provide Practitioners with a way to raise any questions they have about their job, to discuss career progression, to clarify their responsibilities, to support performance management and to build their confidence in supporting children's development.

It should also be an opportunity for Practitioners to raise any concerns that they might have about children in their care, and to receive support to help them deal with difficult or challenging situations at work.

The purpose of supervisory meetings

- To encourage professional development through self evaluation.
- To identify appropriate professional support and training needs.
- To ensure effective communication between staff and the Manager.
- To ensure that personal concerns and issues are addressed regularly and effectively.

Basic ground rules for supervisory meetings and annual appraisals

- Supervisory meetings will be held every two to three months.
- Staff appraisals will be held annually in July.
- Supervisions and appraisals will be held in the office.



- Notes will be taken at all meetings and shared with the participants.

Confidentiality

Everything discussed at supervisories and appraisals will remain confidential, unless the member of staff gives permission, with the exception of:

- Cases of suspected abuse.
- Any issue that could affect compliance with Ofsted registration.
- Any legal, health or safety issues.

Agenda for supervisories and appraisals

- At supervisories, the Manager and the member of staff will work through the supervisory meeting form.
- Prior to the annual appraisal, the member of staff will complete a self-evaluation form; the Manager will complete an evaluation form. These two evaluations will provide the basis for the discussion at the meeting.
- At both supervisories and appraisals, a review of the action plan from the previous appraisal meeting will be an essential part of the agenda.

Recording outcomes from the meetings

- At the annual appraisal, a training plan for professional development over the next academic year will be discussed and recorded. All targets and planned actions arising from the meeting will also be noted.
- At supervisories, the discussion will be recorded on the supervisory meeting form.
- Records of supervisories and appraisals will be filed in the staff member's file and kept confidential.

Contract reviews

- Staff contracts will be reviewed every twelve months, following the appraisal session.

Taking account of the views of staff

The Nursery values the contribution made by staff in the day to day running of the nursery and will seek to involve and consult all staff members:

- When identifying and setting priorities and objectives for the nursery.
- Before buying new equipment and resources
- Before changing any policies or procedures of the nursery

Developing the staff through training

How we develop our staff

To achieve the aim of this policy the nursery will:

- Encourage staff to attend at least two training sessions each year.
- Take account of the individual learning preferences, circumstances, needs and aspirations of individuals when discussing training and development plans.
- Support staff in accessing and gaining accreditation towards a nationally recognised qualification.
- Acknowledge training and development achievements and keep a record in the individual's personnel file.

Identify training and development needs

To help identify training and development needs of individual staff members at the nursery we will ensure that:

- All staff undergo a structured induction.
- All staff receive regular supervision.
- All staff have one appraisal each year.
- Staff training and development is monitored and evaluated.
- Staff understand that they have a responsibility to keep abreast of changes and developments in training for early years professionals.

This policy was updated and reviewed in:

Reviewed date	Name	Signature
September 2015	Stuart Watt	
May 2016	Stuart Watt	
August 2016	Stuart Watt	
September 2016	Stuart Watt	
April 2017	Stuart Watt	
April 2018	Lindy Baldwin	
August 2018	Lindy Baldwin	
April 2019	Lindy Baldwin	
May 2019	Stuart Watt	
January 2020	Stuart Watt	
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	