



Little Ladybird Creche & Montessori

Policy #16

STAFF SUPPORT AND SUPERVISION

Introduction

‘Staff development provides chances for greater knowledge, improved skill and better understanding, not as an end in itself but as a means to develop and improve the level of service to children and their families.’¹

Supervision and appraisals are core parts of the staff development process.

The purpose of supervision is to promote and provide accountability, decision-making, support, development of the work and development of the staff member.

Appraisals allow for the setting of new goals and contribute to identifying training/development needs of staff.

Definitions/Glossary

Supervision is a key managerial activity – it is ‘a ‘reflective” process about professional thinking, actions and decisions.’²

Appraisals – A staff appraisal is a process by which the work and development of the worker are reviewed. The process contributes to future planning and goal setting. Appraisals are about a person’s previous performance as well as future development. The appraisal should consider the worker’s achievements, their expectations and development needs.

Policy Statement

All staff members must have regular, consistent and uninterrupted supervision based on a negotiated contract³ to:

- Support them in their work.
- Ensure the quality of service to children and families.
- Ensure that they are clear about their role and responsibilities.
- Ensure competent and accountable performance.
- Ensure that in their respective roles they meet the *Little Ladybird Creche & Montessori* standards and objectives.

¹ **Staff Development Handbook for Childcare Providers** Barnardos, 2005.

² Social Care Institute for Excellence (www.scie.org.uk)

³ There needs to be an agreement between supervisor and supervisee as to what supervision is and also what it is not. Both participants’ expectations need to be discussed, clarified and agreed at the beginning of the supervision relationship.



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- Ensure a positive atmosphere for practice.
- Assist their professional development.
- Reduce stress.
- Increase awareness of new areas of professional knowledge.
- Ensure that they are given the resources to do their job.
- Provide an opportunity to voice their ideas and concerns.

All staff members are entitled to:

- Respect in their role and as a person.
- Clarity about the boundaries of confidentiality.⁴
- Clarity about expectations.
- Have their experience and contribution acknowledged.
- Be briefed about *Service/Centre* changes.
- Participate in problem solving and not just be told what to do.
- Access to on-going training relevant to their job.
- Clarification about the *Service's/Centre's* policies and procedures.
- Clear performance targets.
- Be allocated an appropriate and manageable workload.
- Clarity about the basis of decisions.
- Regular and uninterrupted supervision.
- Regular formal appraisal.

The supervision programme will be reviewed at least annually to ensure that it is effective.

Staff appraisals will be carried out for each staff member within the first six months of appointment and annually thereafter.

Procedures & Practices

Supervision

Supervision should be scheduled monthly for one hour at least six months in advance.

There should be an agreed agenda.

There is likely to be a number of standing items on the agenda for supervision. In a childcare role these would include but are not limited to:

- *Work with and needs of groups.*
- *Work with and needs of individual children.*
- *Contact and work with families.*
- *Networking with other agencies and organisations.*
- *Training needs.*
- *Teamwork.*
- *Health and Safety issues.*

⁴ Where it is necessary to inform others of something that arises during supervision, the supervisor and supervisee should discuss how best this can be done.



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The supervision session should be recorded and kept in accordance with good practice and legislation (See Record Keeping Policy). Both supervisor and supervisee should sign the record to ensure that it is an accurate and fair reflection of the discussion and decisions. Decisions made at one session should be followed up at the next session to ensure they were acted upon.

Appraisals

All new staff members should have an appraisal carried out before the end of their probationary period and annually thereafter.

All staff members will be appraised using a standard Appraisal Form.

Appraisals should relate to the person's job description and focus on areas of performance relevant to the person's role.

Appraisals must be recorded and records kept in accordance with good practice and legislation (see Records and Record Keeping Policy).

Communication Plan

All parents/carers are to be informed of the policy and procedures regarding Staff Support and Supervision on registration. Staff members will check with parents/carers that they have read and understood the policy and provide any assistance needed. A summary of this policy will be included in the Parents'/Carers' Handbook. This policy will also be included in staff induction and annual staff training.

A copy of all policies will be available during all hours of operation to staff members and parents/carers in the Policy Folder located in the main office.

Parents/Carers may receive a copy of the policy at any time upon request.

Parents/Carers and staff will receive written notification of any updates.

Review Date

Date:

Person Responsible:

Related Policies, Procedures and Forms

- Records and Record Keeping Policy
- Confidentiality Policy
- Appraisals Record Form



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References/Supporting Documents/Related Legislation

- The Child Care (Pre-School Services) (No 2) Regulations, 2006 and Child Care (Pre-School Services) (No 2) (Amendment) Regulations, 2006
- Freedom of Information (FOI) Act, 1997 and 2003
- Data Protection Act, 1988 and 2003 www.dataprotection.ie
- **Staff Development Handbook for Childcare Providers** Barnardos, 2005
- **Personnel Practice in Early Years Services, 2nd ed.** Barnardos, 2005
- **Supporting Quality: guidelines for professional practice in early childhood services (3rd edition) Book 1 Policy and Governance** Barnardos' Training and Resource Service, 2008

Contact Information [Who to contact for more information]

Name:

Policy Created

Date.....

Signatures

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