



Laurel Farm
Steiner
Kindergarten

Supervision Policy

This policy was adopted on 14/10/2017 by Dominika Baran

Updated on: 21/2/2019 by Kelly Harries

Updated in February 2020 by Kelly Harries

Updated in February 2021 by Kelly Harries

Updated in March 2022 by Jessie Kazak

Updated in August 2023 by Jessie Kazak

Laurel Farm Kindergarten recognises the need for regular and effective supervision of all staff that have contact with children and families.

Supervision will provide support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

Purpose of supervision:

- Review staff member's work load
- Monitor progress and review the direction of their work
- Identify any gaps in training needs and skills in order to enhance professional development
- Celebrate work achievements
- To challenge the member of staff supportively and constructively
- Issues related to work are addressed
- Working practices are discussed
- Emotional well-being/work-life balance
- Mutually agreed and acceptable boundaries
- A place to offload work-related stress

Supervisee can expect from supervision:

- A place where guidance is received
- To be challenged; a place to address actions and follow up
- Notes and records of the sessions are made and stored appropriately in the Supervision folder
- An assessment of training needs
- Support is offered
- The supervisor has an understanding of the supervisee's work and workload
- Acknowledgement and praise is received
- Work is discussed and targets agreed
- To discuss any issues – particularly concerning children's development or well-being;
- To identify solutions to address issues as they arise;
- To receive coaching to improve their personal effectiveness
- A place to offload work-related stress

Supervision Procedure:

- Supervision meetings usually last approximately one hour.
- Supervision should take place in a private and uninterrupted space.
- If meetings have to be cancelled for any reason they should be rescheduled as soon as possible.
- Notice and relevant paperwork will be given to the employee prior to supervision meetings.
- Both parties should bring relevant paperwork to the meeting
- It is the supervisor's responsibility to record the meeting and provide a copy for the supervisee and then to file in the confidential supervision folder.
- Both parties should sign the agreed paperwork.
- A date for the next meeting should always be arranged before the end of the supervision.
- Confidentiality will be maintained in accordance with the confidentiality policy.

Supervisors:

- Supervision of the Kindergarten Teacher will be carried out by the Supervisor Trustee every 6 – 8 weeks.
- Supervision of the Kindergarten Assistant will be carried out by the Kindergarten Lead Teacher every 6 – 8 weeks. The Kindergarten Teacher will then consult with the Chair of Trustees if necessary.
- Supervision of the Kindergarten Operations Manager will be carried out by the Chair of Trustees every 8 weeks.