

Staff Supervision Policy

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 line managers, follows a planned and agreed structure and takes place regularly, depending on the capacity and needs of the service. Ideally supervision should take place monthly or quarterly at a minimum.

Policy Statement

Seed to tree childcare 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 and Tusla's Quality Regulatory Framework.

The service is committed to ongoing staff development and supervision.

Statement of Intent

To provide development opportunities to all staff supporting them through their career progression and promote reflective practice.

Procedure

- A programme of support and supervision will be agreed between the Line Manager and each staff member and unpaid worker.
- Meetings will be held with all staff on a monthly, bi-monthly, quarterly basis by the Manager. These meetings will be set in the diary for a period of 3, 6, 9, 12 months in advance.
- A support and supervision template will be completed during the meeting and will be used as the basis for discussion.
- The template will consider specific areas of work, issues emerging, work with children in their care, training needs and personal development.
- The Manager/Supervisor will keep a brief written record of these regular meetings on this template for inclusion in the personnel file of each staff member, these notes will be dated and signed by both parties.
- Actions arising from Support & Supervision meetings will be reviewed at the next meeting.



Appraisals

- A review will take place at the end of each staff member's probationary period and thereafter annually.
- The annual review or appraisal is carried out for the purpose of giving the employee 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.
- The appraisal will include a review of the job description which may be updated as necessary by agreement of both parties.
- Both the manager and staff member will sign a record of the appraisal meeting. The staff member will be given a copy of the meeting record.
- Records of the appraisal will be kept confidential to the Manager/Supervisor except in cases of formal disciplinary or grievances or with the joint agreement of both parties.
- All staff personnel files will be retained for six years after the person has ceased employment.

Supervision of students

Students/Trainees who work with the children are at all times under the supervision of an appropriately qualified staff member. Students are not counted in ratio. They are supported and supervised by appropriately experienced members of staff to assist them to carry out their duties to promote and protect the wellbeing, learning and development of the children.

Last Review Date of this policy: 11-Jul-2024

Signed: Pooja Patidar

Date: 11-Jul-2024

Name: Pooja Patidar

Person responsible for approving the Policy.



Seed to Tree Childcare,
Email: seedtotreechildcare@gmail.com
Web: <https://seedtotreechildcare.ie/>
Phone: 089 274 8118

•