

Coniston Early Years Centre Policy Document

Safeguarding and Welfare Requirement: Staff qualifications, Training, Support and Skills

Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families.



High Quality Care for All Children
A Firm Foundation for Education

3.3 Staff Supervision.

Policy Statement.

Coniston Early Years Centre provides support for staff through regular supervision and appraisals, this can be provided by the manager, deputy and the committee officers. This aspect of our provision is also supported through regular team meetings and training to support continuous professional development. We recognise this as being an important factor in supporting staff in their continuous professional development as well as allowing them to suggest ideas and new ways of working that could improve the whole setting in an environment where they feel relaxed and confident to speak.

Procedures

- Staff meet with the manager/deputy at least once a term or a minimum of three times per year for an individual supervisory meeting.
- These meetings provide staff with the opportunity to discuss any concerns or worries they have about their role within the pre school.
- These meetings provide staff with the opportunity to raise any issues they have regarding the well-being or development of children attending the pre school.
- Staff and management then identify and agree a solution to any issues that have been raised and also identify the action a member of staff should take if further issues arise.
- Where applicable if an aspect of practice has been identified as needing to be improved an agreed plan of action will be discussed and if appropriate the member of staff will receive coaching and training support to improve their personal effectiveness.
- The content of these meetings is recorded in writing and where applicable a note is made of further action required by either party and an agreed timescale put in place to resolve any identified actions.
- We also have an annual appraisal process in place which allows for an in depth look at each member of staff's performance. This is followed by a further meeting with the manager to discuss the staff development plan for that member of staff.
- As part of our annual appraisal process staff are observed by the manager and a committee officer. These observations are then followed up by a meeting between the observers and the staff member in which the staff member is given an opportunity to discuss their current practice and future plans.

- The appraisal process also allows for staff to identify issues that concern them and these are discussed and a plan of action agreed as to how they will be resolved.
- The appraisal process also allows for a 360 degree appraisal of the setting manager to take place in order to ensure she is accountable for all aspects of her role.
- We also plan regular team meetings on a monthly basis in which staff have the opportunity to discuss concerns about any aspect of their role, the pre-school or children's development that they may have.
- All staff have access to training provided by the local authority which may include online training courses. We also provide regular in house training throughout the academic year and where applicable seek training from outside providers.