



Cleve House International Preschool

EYFS Supervision Policy

Our mission statement guides our actions and decisions, identifies our overall goals, and guides our decision-making. It is our context within which our strategies and decisions are formulated.

Our Staff are supported to deliver excellence in service provision.

-Key Values

One of the key values of Cleve House International Preschool is excellence in service provision through a motivated, professional staff team.

-How We Achieve This

We will achieve and support this in the following ways:

- Encouraging practitioners' development of their own knowledge base
- Providing for and supporting continued professional development
- 1-to-1 Supervision and work planning

-Staff Supervision

What we must do to further enhance the ability to demonstrate this key value, as well as providing a safe therapeutic place for our staff to reflect, is have in place a comprehensive, supportive supervision practice.

All staff have the right to specific and focused 1-to-1 time with the line manager in order to:

- Formally have their work planned and streamlined with the overall aims of Cleve House International School and Preschool
- Raise any concerns or issues regarding any children
- Raise and manage personal requirements and issues
- Identify learning done and learning required
- Have meaningful therapeutic support

-Frequency

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All staff should have the opportunity to have a supervised (1-to-1) session every term using the Staff Supervision Form. Appraisals will be annually using the Self -Appraisal Form.

-Appraisal

Performance Appraisal Outcomes should be directly evidenced by the performance section of the supervision form.

-Roles and Responsibilities

All line managers who are directly responsible for staff are required to provide 1-to-1 formal supervision using the associated paperwork.

All staff are required to make themselves available for supervision at a suitable time and place.

-Review and Updates

This document should be reviewed regularly and promptly. Any further developments to the policy or practice guidelines should be recommended to managers and/or the document owner for future and timely inclusion.

This policy has been read and signed by

Created by Karen Ashe October 2016

Reviewed November 2023

Fallon Hobbs - Preschool Manager

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