



# FIRST STEP PLAYGROUP



## Policies and Procedures

### 1.0 Safeguarding and Promoting Childrens Welfare

#### Safeguarding Children and child protection

#### 6.2 Supervision policy

##### Policy statement

Supervision is a formal and recorded process through which the professional actions of staff are examined and regularly reviewed. It provides a recorded system of decision making that is audited to improve practice and to improve the service we provide to children and parents.

Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.

***appropriate supervision and support for staff, including undertaking training:  
•employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;  
all professionals should have regular reviews of their own practice to ensure they improve over time.***

\* Working Together to Safeguard Children, 2015, Chapter 2 Organisational responsibilities page 53 & 54

#### Links to Early Years Foundation Stage Safeguarding and Welfare Requirements

Child Protection

Staff qualifications, training, support and skills

Information and records

At First Step Playgroup supervisions enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervisions should provide opportunities for staff to:-

- Discuss any issue - particularly concerning children's development and well being.
- Identify solutions to address issues as they arise
- Receive coaching to improve their professional effectiveness
  
- At First Step Playgroup all setting staff who work directly with children and families are supervised by **Angie Kelly, Manager** or **Rosie Blyth** or **Vanessa Washington, Deputy Managers** will facilitate staff supervisions.
- Supervision meetings are held **once every term** for each member of staff.
- Supervision meetings are conducted in line with existing procedures and are held in a confidential space suitable for the task.
- Supervision agreements are drawn up for all staff and signed.

- A copy of the supervision record form is retained by the supervisor and a copy provided to the supervisee.
- Each member of staff has a supervision file which holds a copy of the agreement and their supervision record form. The supervision file is stored securely at all times.
- All supervision meetings must include discussion concerning the development and well being of each of the supervisee's key children.
- Where concerns are raised then the supervisor and supervisee must seek to identify solutions and identify further actions that need to be taken - these are recorded on the child's file.
- All aspects of supervision must ultimately focus on promoting the interests of the children.
- During supervision members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues.

During supervisions staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings relating to themselves (or anyone in their household) which may affect their suitability to work with children that have occurred during their employment with First Step Playgroup. Any new information is recorded and referred immediately to **Disclosure and Barring Service (DBS) -**

**Referrals and barring queries 01325 953795**  
**Customer service 0300 0200 190**

### Useful contacts

Early Years Safeguarding Manager (Gemma Hope)	01223 714760
Advice Line – Enquires Local Authority Designated Officer (LADO)	01223 703800 01223 727967
Ofsted	0300 123 1231

This policy was adopted at a meeting of

First Step Playgroup, Somersham

Held on

3<sup>rd</sup> September 2015

Date to be reviewed

3<sup>rd</sup> September 2016

Reviewed

8<sup>th</sup> August 2016

Name of signatory

Angie Kelly

Role of signatory

Playgroup Manager