



St Helens College



University Centre  
St Helens

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# Nursery Childcare Policy – Supervision

**Relating to:** Nursery

**Document reference:** SHCPOINur23

**Document owner:** Nursery Manager

**Date of approval:** 25 January 2024

**Date of next review:** 25 January 2025

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METROMAYOR  
LIVERPOOL CITY REGION



## **Policy Statement**

Supervision is a process for staff and management to discuss work, reflect on current practice and plan for future development. Supervision is also an opportunity for staff to discuss any worries or concerns with the manager. Supervision provides opportunities to monitor and ensure quality of practice as well as providing support and feedback.

## **Procedure**

- Staff supervision is provided by line managers and takes place depending on the capacity and needs of the service
- Staff will be encouraged to put forward new ideas, make suggestions, or request additional training
- A support and supervision template will be used during the discussion meeting as a basis for discussion
- The template will consider staff's strengths, areas for development, discussion regarding key people and parent's, concerns regarding staff and any actions
- The manager will keep a written record of supervision on each staff member, these will be dated and signed by both parties
- Actions arising from supervision will be reviewed at the next meeting

## **Appraisals**

- All staff will have an appraisal annually which usually takes place towards the end of the academic year
- The structure of the appraisal is provided by the College
- Targets from the previous year are reviewed and are assessed as to whether they have been achieved or need to remain ongoing
- New targets are set and agreed by both parties for the following academic year
- Records of the appraisal are completed via the College intranet and sent to Human Resources

## **Scope of the Policy**

This policy applies to all parents, children, and staff of the Childcare Facility.

## **Associated Policies**

- Safeguarding & Child Protection
- Equality & Inclusion
- Managing Children's Behaviour

- Health & Safety
- Special Educational Needs
- Medications & Ill Health
- Visits & Outings
- Communication
- Parental Participation
- Record Keeping & Confidentially
- Code of Conduct for Parents, Guardians, Visitors & Contractors
- Maintaining Children's Safety & Security on the Premises
- Intimate Care
- Key Person & Settling In
- Working in Partnership with Other Agencies
- Transition
- Data Protection & Sharing of Information
- Nappy Changing
- Whistleblowing
- Staff Behaviour
- Internet Use
- Education & Curriculum
- Biting

### **Access to the Policy**

This policy will be issued to all Childcare Practitioners and made available to the users of the Childcare Facility. A copy of all policies & procedures will be kept in the Managers office and in the reception area for parents/carers to access.

### **Post-Holder to Contact**

Director of Student Services