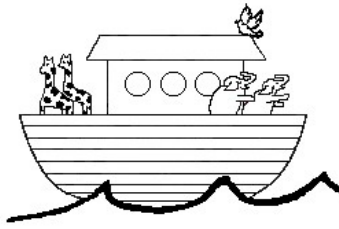


## Noah's Ark



## Pre-School

### 8.12 OPEN DOOR / STAFF SUPERVISION POLICY

#### **Statement of intent**

The purpose of Noah's Ark Pre-School open door / staff supervision policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee while maintaining clear guidelines.

#### **Aim**

Our aim is that employees are free to talk with the manager at any time. By listening to members of staff we are able to improve, to foster employee understanding of the rationale for practices, processes and decisions within Noah's Ark pre-school.

This policy establishes guidelines that promote supervision as a two way process that assists in developing a positive culture within Noah's Ark Pre-School and promotes high quality work and ensures consistency.

#### **Methods**

- any member of staff who has any area of their work that is causing them concern; whether they have a problem, complaint, a suggestion, or an observation they should speak with the manager
- the manager's door is always open to every employee at any time
- staff are given details of how and when they can contact the manager (between 7am and 8 pm) outside of working hours
- if the manager is unable to solve your enquiry or problem then you or the manager will discuss your concerns with the chairperson of Noah's Ark Pre-School committee.
- the manager and chairperson undertake to listen and help about any problem, complaint, or suggestion employees may have.
- we encourage communication
- we encourage staff training, in-house training and to attend staff meetings

we will use a variety of methods to ensure that communication and good staff relationships are fostered and continued

### **Supervision agreement**

Noah's Ark expects that all team members will be supervised at 6-8 weekly intervals and that the principle functions of the supervisory process are:

- To ensure that staff carry out their responsibilities according to Noah's Ark's policies and procedures
- To maintain and improve quality outcomes for children and families
- To develop a learning environment and culture so that good practice can flourish
- To promote competent, accountable and empowering practice
- To ensure that staff understand their roles and responsibility as stated in their job description
- To assist and support the professional development of the worker
- To be the primary source of support for staff
- To provide regular and constructive feedback to the worker and a formal annual appraisal

### **The structure we have agreed on for supervision meetings is as follows:**

- Frequency: Every 6-8 weeks and booked in advance
- Length: Up to 1 hour
- Location: The Garden Lounge (St. John's Church)
- Recording of session: Sessions will be recorded on a pre-determined supervision sheet which will include;
  1. Discussion of current work activities
  2. Actions that need to be met and discussion on progress of actions from previous meeting
  3. Concerns or team issues
  4. Key children's progress
  5. Training needs, discussion of training undertaken and how knowledge will be implemented into the setting
  6. Achievements
  7. Time management
  8. Any other areas for discussion
- There may be a need for more time to discuss certain sections; therefore the time for each section will be monitored to ensure there is enough time to discuss all areas
- Prior time from parties, (supervisor and supervisee) is required, to prepare for the meeting. Both must ensure that previous meeting notes are read through beforehand and highlight any points that need to be made and should decide on areas they would like to discuss and the order of importance
- There will only be interruptions if: there is an emergency of something that requires either the supervisor /supervisees urgent attention. A do not disturb notice will be placed on the door


- The manager (supervisor) will record notes and provide a copy for the staff member. A copy signed by the manager and the staff member will be kept in their personal file in a locked filing cabinet
- If the appointment needs to be cancelled the manager will take responsibility to reschedule the supervision.
- Confidentiality will be maintained but if an issue is brought up that may need to be discussed with another member of staff, permission from the supervisee will be asked at the time of the meeting.
- If a disagreement arises that cannot be resolved through discussion the manager or the member of staff (if applicable) will seek support and advice from the committee or external agencies

**Treatment of the employee as an individual:**

The manager should recognise people as individuals, the unique experience that they bring to their work, and the impact their work has on them, particularly in respect of race, gender, sexuality and age.

**Students and volunteers:**

All students and volunteers will be given guidance and evaluation meetings with the student mentor/management as part of the normal course or as specified by the training provider including filling in performance checks and paperwork.

This policy was adopted by	Noah's Ark Pre School
On	1 <sup>st</sup> May 2019
Date to be reviewed	1 <sup>st</sup> May 2020
Signed on behalf of the provider	
Name of signatory	Charlotte Turpin
Role of signatory (e.g. chair, director or owner)	Chairperson