

THE MULBERRY BUSH MONTESSORI NURSERY LTD

**SUPERVISION POLICY**

**POLICY**

At the Mulberry Bush we wholly are committed to building a 'culture of safety' in which children are protected from abuse and harm and feel valued and supported. Where staff feel supported and listened to. We are committed to equality and inclusion and ensuring children with a possible SEND are identified and supported through early intervention to help them to achieve the best outcomes. Supervision is an integral part of the settings policy in order to support staff and to facilitate early identification and intervention processes which support effective safeguarding and inclusion and help children to achieve positive outcomes.

* Our Safeguarding Designated Person (SDP) who co-ordinates child protection issues is: Cheryl Knight (Nursery Principal)
* Our second SDP is: Jo Walton (Nursery Deputy Manager)
* Our nursery SENCO and Autism Lead is: Jo Walton
* Our Nursery Inclusion and Equality coordinator is: Cheryl Knight
* Our nursery Speech and Language coordinator is: Leander Trunks
* Our nursery Behaviour management coordinator is: Jo Walton
* We ensure all staff, students and volunteers are made aware of and understand our safeguarding, SEND and inclusion policies and procedures through our induction programme and continual professional development and that parents are made aware of them through the nursery policies and procedure documents and the nursery prospectus.
* All staff have an up-to-date knowledge of safeguarding issues and are required to complete/attend safeguarding children training.
* All staff participate and engage with SEND training to ensure continuity across the setting of effective practice, language, strategies and interventions to support inclusion.
* All staff, long term students and volunteers are required to attend regular supervision with the nursery SDP (Cheryl Knight).

**SUPERVISION**

* Supervision will provide staff with the opportunity to be listened to and feel supported, to be involved in decision making and to clarify concerns and set timed actions.
* Supervision will provide the opportunity for the nursery SDP to have a one to one discussion with staff on things they have done well and any issues such as personal, work related problems, continual professional development, strengths, and challenges and to identify any training requirements. In addition it provides staff with the opportunity to share any concerns with key children or their families, other staff. Discuss their practice and how they support key children to achieve positive outcomes.
* The nursery SDP will organise/schedule regular supervision meetings for all staff, long term students and volunteers. Additional supervision meetings can also be requested from staff. Supervision will take place at least once per term, but more often if required or an issue or additional support is identified.
* Supervision will not replace the requirement for staff to report immediate concerns to the nursery SDP, but provide staff and the nursery SDP with regular confidential discussions that provide opportunities to share any ongoing concerns or observations regarding their key children and their families with a focus on their wellbeing, progress and attainment.
* Supervision will provide a system to monitor performance of staff and set priorities to support or improve practice. This may also include sickness, staff absence, time keeping, and holiday entitlement.
* It will give staff the opportunity to discuss their personal wellbeing and professional continual development (CPD).
* Following CPD training it will provide staff with the opportunity to reflect on what they gained from it, how it may affect their practice or give clarity on what they should be doing.
* A record of staff supervision meetings will be kept and revisited at the next meeting to ensure any issues raised are being managed and any actions are being executed.
* Staff will be required to sign a personal safeguarding declaration at each supervision meeting.

*February 2019*