



Adventure Pre-School – Supervision Policy

“Supervision is an opportunity to bring thoughts and feelings about children...to have reflective conversations about chosen issues and situations” – Veronica Read

“Supervision can be a very important part of taking care of one’s self, staying open to new learning, and an indispensable part of well-being, of ongoing self-development, self-awareness and commitment to development” – Hawkins and Shoheit

Supervision comes in different forms and each is valuable in ensuring a clear dialogue between employees and management relating to personal and professional development.

Four distinct types can be engaged in but planned and formal supervision must be completed at least every two months.

- **Planned and formal supervision:** a scheduled meeting with a member of the management team with an agenda (including safeguarding and child protection concerns) and recorded notes
- **Planned but informal supervision:** daily team briefing and review meetings; a chance to share concerns and issues and to solve problems. Recorded via the Daily Report and any issues fed into planned and formal supervision
- **Un-planned but formal:** a requested meeting with a member of the management team; notes taken and followed up in planned and formal supervision
- **Unplanned and informal:** the ‘can I catch you’ moment; recorded if necessary and may form the agenda of other supervision sessions

Planned and formal meetings must include discussion about any concerns employees have about the well-being or welfare of children or colleagues.

They must also include a signed and updated declaration about ongoing suitability to work with children.