



Staff Supervision	Date: January 2017	Revision No: 0	Page 1 of 2
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1. POLICY STATEMENT

STAFF INDUCTION

The Management team will conduct thorough inductions for all new staff so they have an understanding of their roles and responsibilities, operational procedures, health and safety as well as intimate care routines, safeguarding procedures and anti-discriminatory practice. New employees will be helped to settle into their new job by familiarising them with:

- The job, the work environment and operational procedures.
- The people they will be working with.
- Essential information regarding policies which they will read, discuss and sign.
- Their conditions of employment.
- Information about the children they will care for and their parents.
- How to safeguard children in their care and follow the Safeguarding Children policy and intimate care routines.
- The awareness of the importance of confidentiality.
- A mentor, who will be appointed to each new member of staff and provide continue support and constructive feedback along with general guidance.
- Over the induction period an induction checklist will be filled out by the mentor and new staff member.

Mentoring 1:1

The purpose of mentoring is to offer support and improve the quality of care.

Mentor support includes, one-to-one training sessions, ongoing supervision, work based observations and constructive feedback.

The new member of staff will receive regular informal meetings with their mentor during the first month of their induction period to discuss their progress and targets and throughout the 6 months probationary period.

SUPERVISION OF STAFF

The first week of their induction and at the end of the first month to check that the induction process went well and the checklist is completed.

The mentor should set up a forum whereby a new staff member can feel confident to ask questions, think aloud, reflect on their practice and make mistakes.

Before each session staff will be expected to:

Prepare for each supervision meeting/observation by reviewing notes from the previous meeting and think about things you want to raise and discuss.

Check you have a clear understanding of the observation focus.

During consultation time, Littleminds would like to encourage reflective practice in the nursery so be open about what has gone well and what have you found difficult.

Be ready to set targets and undertake training and other development activities as agreed with your mentor.

Make sure you follow through and complete any actions as agreed.

Probation period

We will use the 6 month probationary period to assess the suitability of a new employee for the post. The nursery manager will assess the new employee's performance and competence to ensure they meet the required standards.

During this probationary period the new staff member will continue to be supervised by their mentor. Staff performance will also be assessed periodically by the nursery manager and areas for personal development highlighted.

Staff Appraisals

Each member of staff will receive two meetings a year with a senior manager, a formal appraisal and a more informal review. This will provide an opportunity for the manager and member of staff to discuss training needs for the following six months as well as discuss their performance in the previous six months.

Student Supervision

All students will also receive an interview to ensure they are suitable for the nursery, an induction process to ensure they fully understand and are able to implement the nursery procedures, working practices and values. All students will be fully supervised to ensure they receive the appropriate support, training and information they may require.

Reporting Concerns

It is important to provide a safe environment so staff can air concerns. The nursery operates a Whistle-blowing Policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the nursery.