



St. Michael's Pre-school

Policies and Procedures

2.2 Staff Supervisory

Policy statement

Our setting is dedicated to supporting the employees of St. Michael's Pre-school in carrying out their work. To do this a process of supervisory procedures is in place to enable staff to air any concerns, grievances, queries relating to practice within setting.

Procedures

1. The Chair (Trustee DSL) will meet as necessary with the Designated Safeguarding Lead to review record keeping and reporting. (Meetings to be noted on recording file)
2. The Chair (or substitute Trustee) will aim to meet with the Lead Practitioner termly.
3. The Chair will advise Trustees, at their regular meetings, that all of the above have been actioned and that appropriate steps have been taken as required..
4. Monitoring/supervisory meetings are held at least three times per academic year between the Lead Practitioner and individual staff members. Communication between the lead practitioner and staff occurs daily and more frequent meetings are held as necessary. Through observation, the lead practitioner will reflect on practitioners practise and support as necessary.

Legal framework

Further guidance

Where necessary additional guidance will be sought from the Wiltshire Early Years Team.

This policy was adopted by St. Michael's Pre-school *(name of provider)*

On 25/03/2018 *(date)*

15/01/2020

28/03/2023

Date to be reviewed Every 2 years or as required *(date)*

Signed on behalf of the provider Victoria Pearmain

Name of signatory Victoria Pearmain

Role of signatory (e.g. chair, director or owner) Trustee Chairperson