2.5 Supervision of employees and volunteers

Policy statement

We hold regular supervision meetings with staff and volunteers to develop their practice and personal effectiveness. It is also an opportunity to discuss children's learning and attainment so improvements can be made if needed.

Procedures

We hold termly meetings with all staff and volunteers to support, praise and develop staff. The meetings will be discussions about:

- How the staff member is working within the team
- How the staff member's key children are responding to them
- To discuss any ideas for improving outcomes for key children
- Any aspect of the job role they need support with
- Any aspect of the job role they need to develop
- An opportunity to discuss any concerns with their job role or children in the setting
- An opportunity to celebrate achievements of staff too
- Training required
- Targets are set during the annual appraisal process and reviewed annually

Staff will have a questionnaire to complete prior to each supervision/appraisal meeting. They will contain questions relating to the above. The meeting will be recorded and actions from the meeting will be recorded and reviewed at the next meeting or earlier if appropriate.
The recorded meeting will also be signed by both employee and manager.

This policy was adopted by	St Christopher's Playgroup	*(name of provider)*
On	October 2026	*(date)*
Date to be reviewed	October 2027	*(date)*

Signed on behalf of the provider	KJCookes
Name of signatory	Karen Cookes
Role of signatory (e.g. chair, director or owner)	Playgroup Manager