

Disclaimer: Activities with children must always be risk assessed, including for allergies or choking. Children must always have adequate supervision. Resources and materials must always be appropriate for children's age and stage of development.

Top tips: Managing staff supervisions

Supervision relates to opportunities for professional discussion with colleagues, usually your line manager.

It allows your line manager to support your professional development and therefore improve outcomes for children through raising the quality of the provision, supporting staff retention and identifying and acting on developmental needs of staff as they arise.



Here are some top tips for establishing effective supervisions in your setting:

- Share and agree a Supervision Policy for your setting, so all staff are clear on the purpose, expectations and outcomes of supervision meetings. See a template NDNA policy here: [Supervision Policy](#)
- Agree what to include e.g. successes, obstacles or challenges, roles and responsibilities, progress towards appraisal objectives, children and families whom they have key responsibility for, work environment, working relationships, home environment, training opportunities, practical organisation of holidays, attendance, time-keeping etc. as required
- Identify who is best placed to carry out the supervisions e.g. room leaders
- Plan when they will take place so that they are regular, although there needs to be flexibility, such as increasing the number of sessions for new/inexperienced staff or during times of change
- Create the best environment for supervisions e.g. noise, seating, time of day, avoiding interruptions, length of time
- To reduce interruptions, turn the phone to answerphone, make sure someone else is covering the door/office, place a sign on the door to the supervision room
- Plan to cover supervision times by planning ahead, using quieter times of day, using relief staff, etc. Remember, if supervisions are to be valued and prioritised as important for the team then

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solutions can be found

- Encourage staff to prepare what they would like to discuss prior to the meeting – it is for their benefit and they need to use the time effectively
- Create a written record - to track and remember discussions and actions, evidence in the event of performance management actions, child protection issues. You can use a template or add notes to a development log, as long as the method is agreed with staff involved
- Check whether personal circumstances have changed which may affect their suitability to work with children
- Consider what other opportunities are available to meet the welfare and well-being needs of staff coping with an emotionally demanding role
- Consider how managers receive supervision – from peers? colleagues? external organisation? Leading and managing the nursery is demanding and leadership is known to be 'lonely' so make sure senior staff have equal access to supervision to support their well-being and professional development in their role.

NDNA products to support you with these tips

- Face to face training: [Induction, supervision and appraisal](#)
- Publication: [Your essential guide to supervisions and appraisals](#)

And more resources at www.ndna.org.uk/hub/myndna