**MUNTERCONNAUGHT COMMUNITY DEVELOPMENT**

**ASSOCIATION CLG**

**SUPERKIDS**

**SUPPORT & SUPERVISION POLICY**

March 2024

**Policy Statement**

SuperKids and Munterconnaught Community Development Association CLG (the Company), being the registered Service Provider of SuperKids, are committed to providing staff supervision and support to maintain and promote standards. It forms part of our overall performance management structure which includes recruitment, induction and training.

This policy is underwritten by the Child Care Act 1991 (Early Years Service) Regulations 2016.

**Policy Rationale**

Supervision and support is a process for staff and management to discuss work, reflect on current and emerging issues and to plan for future development. Supervision and support sessions are an opportunity to monitor and ensure quality of practice as well as providing support and feedback. Any issues arising in the workplace can be addressed in a timely and supportive manner. Staff will be encouraged to put forward new ideas, make suggestions for change or to request additional training. Staff supervision and support is provided by the Manager, follows a planned and agreed structure and takes place regularly depending on the capacity and needs of the service. Support and supervision sessions should, at a minimum, be held at least once a term but, if appropriate, can be held on a more regular basis.

**Procedure**

A programme of support and supervision will be agreed between the Manager and each member of staff.

Meetings will be held with all staff at least once a term by the Manager but as noted above may be held on a more regular basis. The dates of these meetings will be set as far in advance as is practical.

A support and supervision template will be completed during the meeting and will be used as the basis for discussion.

The template will consider specific areas of work, issues emerging, work with children in their area, training needs and personal development.

The Manager will keep a brief written record of these regular meetings on this template for inclusion in the personnel file of each member of staff: these notes will be dated and signed by both parties.

Actions arising from Support & Supervision meetings will be reviewed at the next meeting.

Where significant issues arise from a Support & Supervision meeting, the Manager will discuss these with the director of the Company responsible for the overall operations of the preschool and agree the way forward with him/her.

**Appraisals**

A review will take place at the end of each staff member’s probationary period and thereafter annually.

The annual review or appraisal is carried out for the purpose of giving staff members feedback on the work carried out during the year, provide support for staff in their role, provide opportunities to discuss ideas and concerns and plan objectives for the year ahead.

The review meeting will include a review of the job description which may, if necessary, be updated with the agreement of both parties.

Both the Manager and the member of staff will sign a record of the meeting.

Records of the review/appraisal will be kept confidential to the Manager and the directors of the Company with delegated responsibility for the preschool except in cases of formal disciplinary or grievance procedures or with the joint agreement of both parties.

All personnel files will be retained for six years after a person has ceased employment.