



Burrough Green Playgroup

Registered Charity Number: 1031074

Burrough Green

Newmarket

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Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.

3.4 Supervisions and Appraisals

Policy statement

Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.

Procedures

Supervisions

Each member of staff has a supervision with their Line Manager once every half term. The supervisions provide the opportunities for staff to:

- discuss any issues – particularly concerning children’s development or well-being;
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness.

The Playgroup Manager has supervisions with the Chair of the Committee, and the other members of staff have their supervisions with the Playgroup Manager.

Appraisals

Appraisals are held once a year and include reviewing the objectives that were set for that year. They are usually held towards the end of the summer term. Members of staff are appraised by their Line Manager.



This policy was adopted by Burrough Green Playgroup *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory _____

Reviewed by _____

Name of signatory _____

Date _____

Reviewed by _____

Name of signatory _____

Date _____