**1.7 Safeguarding children and Staff supervision**

**Policy statement**

Kings Hill Pre School expects all staff to take part in regular supervision sessions.

The main purposes for the supervisory process are:

* To ensure that the worker is fulfilling their responsibilities to the expected standards of the pre school.
* To provide support to the worker; and
* To identify the professional development and learning needs of the worker.

Structure for the supervision meeting:

* Take place every full term or more regularly if needed.
* Should last on average no more than 1 hour, but longer if needed.
* Will not be interrupted, phone and door will be answered by other staff.
* Will be held in the main office with door closed.
* Date for meeting will be booked in advance so each member of staff is aware.
* Agenda will be given to staff prior to meeting to allow them to add items if required.

If the supervisee has concerns regarding the member of staff conducting the supervisory meeting they can speak to Chair of Committee, in confidence as soon as possible.

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| This policy was adopted at a meeting of | Kings Hill Pre School |  |
| Held on | September 2020 |  |
| Date to be reviewed | September 2021 |  |
| Signed on behalf of the management committee | Sherri Revell |
| Name of signatory | Sherri Revell BA EYP |
| Role of signatory  | Manager |