

SUPERVISION POLICY

STATEMENT OF INTENT:

Branston Pre-School is a charity status organisation run and managed by a Committee of Volunteers, with an employed staff including a Manager. Our main objective is the Safeguarding of our children by clear supervision being in place, ensuring all policies and procedures set by the Pre-School are adhered to.

Due to the diverse nature of any committee - made up of volunteers- responsible for the employing of staff, it is necessary to have a clear supervision policy. This will ensure both Committee members and staff are aware of the roles and responsibilities of all parties and prevent any duplications or contradictions in supervision of staff.

COMMITTEE

The Committee is responsible for the employing or dismissing of all staff- however it would be impractical to have all committee members involved in this process and the daily supervision procedures. Therefore it is identified that the Supervision role will be undertaken by the *Manager* on an everyday basis- answerable to and with implied support from the Committee.

The Chair/ Vice-Chairperson will be identified as Second Line Manager for the purpose of staff Appraisals. They will review the Appraisal completed by the Manager as First Line manager and ensure a fair and balanced process.

For the Manager's appraisal either the Chair or Vice-Chair will be the first Line manager and then reviewed by the other party to again ensure a fair and balanced process.

No other committee member will undertake any supervision role without prior authority of the Chair/Vice Chairperson and the agreement of a committee meeting- then clear written explanations will be given to all staff for this.

MANAGER

The committee will employ a paid member of staff to undertake the role of Manager.

The Manager is directly answerable to the Committee - therefore the Chair/ Vice Chairperson, on a day to day basis.

The Manager will undertake direct supervision of all staff when present in the Pre-School Setting.

The Manager is responsible for the day to day running of the Pre-school and implementing any policies and procedures agreed with the Chair / Vice Chairperson and the Committee.

The Manager will undertake termly supervision meetings and annual appraisals of all staff under their management. This will identify any developmental or training issues.

The Manager will be responsible for liaising with other agencies in relation to establishing and permitting work experience placements.

The Manager will implement any immediate disciplinary actions necessary to safeguard children in our care.

The Manager has the authority to exclude staff from the Pre-School setting- should they deem it immediately necessary. (*They do **not** have the authority to suspend any staff member's employment.*)

The Manager will contact, as soon as practicable, the Chair/Vice Chairperson to notify them of any need to exclude any member of staff from the Pre-School Setting.

DEPUTY MANAGER

The committee will employ a paid member of staff to undertake the role of Deputy Manager.

The Deputy Manager is responsible for supporting the Manager in ensuring the policies and procedures set by the Committee are fully implemented and adhered to.

In the absence of the Manager, the Deputy Manager will be responsible for any immediate disciplinary actions necessary to safeguard children in our care.

In the absence of the Manager, the Deputy Manager has the authority to exclude staff from the Pre-School setting should they deem it immediately necessary.

If it is necessary for the Deputy Manager to take any immediate disciplinary actions, they will contact the Chair/Vice Chairperson as soon as practicable.

Should the Manager be subject to long term sickness or absence, the Deputy Manager will ensure all staff annual appraisals are completed.

All staff will recognise and embrace the Supervision principles put in place by the Pre-School Committee and will respect the decisions and instructions.

Should staff have any grievances with another member of staff, they should identify these with the Manager or in their absence the Deputy Manager as soon as practicable. The grievance policy will be fully implemented as outlined in the staff handbook.