



2.3 Supervision and Wellbeing Policy

Policy statement


- The purpose of each supervision meeting is to ensure that the staff member is fulfilling their responsibilities to the expected standard. We also talk about the member of staff's wellbeing and work load.
- The supervision is to support the staff member and identify their professional development and learning needs. If a member of staff's wellbeing or workload is too much we will look at ways to support them.
- The supervision session will be held termly except where staff member's appraisal is due which will replace the supervision meeting. The sessions will be agreed in advance and given priority over other commitments whenever possible. If a supervision date has to be altered by either party a new date and time will be arranged straight away.
- The session will be uninterrupted, unless by prior agreement.
- The meeting will be held in the office.
- The session will follow an agenda as set out on the supervision record sheet. In addition to standing items, specific topics may be added at the start of each session by either the Supervisor or Supervisee.
- The member of staff will be given a wellbeing questionnaire before the meeting so this can be discussed.
- The supervision will take no longer than one hour.

This policy was adopted by Hedge End Village Hall

Preschool CIO

On 25th June 2021

Date to be reviewed 25th June 2022

Signed on behalf of the provider 

Name of signatory **LOUISA LILLEY**

Role of signatory Nominated Person