



Staff supervision policy

It is now a legal requirement that all staff in direct contact with children receive regular supervision. The aim of this policy is to provide a framework for the one to one supervision of any staff working for Poppleton Road out of school club who are in direct contact with children.

Supervision will support and strengthen the safeguarding culture we are committed to providing in the club. Supervision will promote and model the following indicators of a safe setting:

- Staff are open about discussing good and poor practice
- Staff are knowledgeable about the safeguarding procedures in place
- Staff are empowered to challenge poor practice
- Whistleblowing procedures are in place and staff know how to use them
- Staff understand the children in the setting and are aware of any changes in behaviour which may give cause for concern

Poppleton Road out of school club aims to provide appropriate, responsive and flexible care for all of the children at the club. We can only do this if our staff:

- Understand what is expected of them
- Have the skills, knowledge, behaviours, values and attitudes necessary to carry out their role
- Are fully supported in their work and are managed effectively

Supervision is one of the ways this can be achieved. Supervision will always keep a focus on the best interests of the children at the club and promote their safety and well-being.

All supervisions will take place at a mutually convenient date and time in a place where confidentiality can be maintained. All supervisions will be recorded and signed by the manager and staff member. One copy will be kept in the staff



member's file and the staff member will be given their own copy. Supervisions will be carried out at least once per term.

Poppleton Road out of school club are dedicated to developing its staff member's abilities and skills. This will be discussed at each supervision to identify any training requirements and how the club can help to facilitate this, for example through sourcing external training courses or via in house training.

This policy was reviewed at a meeting of	Poppleton Road OOSC	
Held in:	Nov 2023	
To be reviewed in:	Nov 2024	
Signed on behalf of the setting:		
Name of Signatory:		
Role of Signatory:	Manager	Deputy Manager