

Supervisions Policy

At ABA Pathways, we implement a system of supervision for all of our staff following their induction and probation period. Supervision is part of the ABA Pathways' overall performance management system and promotes a culture of mutual support, teamwork, and continuous improvement. It encourages the confidential discussion of sensitive issues including the opportunity for staff and their managers to:

- Discuss any issues – particularly concerning children's development or well-being, including child protection concerns
- Identify solutions to address issues as they arise
- Receive coaching to improve their personal effectiveness
- Develop their own skills/training needs in order to progress in their role
- Discuss any concerns relating to changes in personal circumstances that might affect an individual's ability/suitability to work with children. (This should include any incidents resulting in a reprimand, caution or prosecution by the police, any court orders or changes to their health. These changes are recorded as a declaration on the individual member of staff's supervision form and appropriate action is taken, where applicable, in line with the safeguarding/child protection and disciplinary procedure).

The frequency of supervision meetings is termly according to individual needs. A template agenda is used in all meetings to ensure consistency across ABA Pathways. This clearly sets out who does what and the timeframe, i.e., what the director is responsible for and what the practitioner needs to do.

There should always be something that a member of staff can discuss, e.g., a particular child's development, strengths or concerns. However, if there are times where staff may be struggling to identify areas to discuss in a supervision, we will ask them to identify three things they have enjoyed about their job/done well since the last supervision and one thing they have least enjoyed/requires further improvement. They will be asked to complete this prior to supervision (as set out in their responsibilities).

There may be times when supervision may be increased for members of the team as and when needed, i.e., if they have particular concerns about a child or if they are going through personal circumstances at home, for new starters, staff returning after long-term illness, on request from staff.

It is the responsibility of a director to plan time to ensure that all staff have supervisions.

At ABA Pathways, supervision is carried out by a director. If for any reason a supervision is cancelled a new date will be rearranged within 7 days.

All members of staff responsible for carrying out supervisions are trained and supported prior to carrying these out.

Staff have a responsibility to ensure that they are available for supervision meetings and that the necessary paperwork is complete. Information shared in supervision sessions is confidential. The supervision process will be evaluated once/twice a year through staff feedback and is used as part of the overall performance monitoring system at the nursery.

Quality Assurance

ABA Pathways will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures.

The directors will ensure action is taken to swiftly remedy any identified weaknesses within its supervision procedures.

Policy Dates

This policy was written and takes effect January 2023.

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