

## **Induction/Supervisions of employees and volunteers**

### **Policy statement**

We provide an induction for all employees and volunteers in order to fully brief them about the setting, the families we serve, our policies and procedures, curriculum and daily practice. Dragonflies' Preschool believes effective supervision and monitoring of all staff is essential to individual health and well-being in encouraging personal and professional development.

### **Induction Procedures**

- We have an induction process for all new staff, which includes the following:
  - Introductions to all employees and volunteers
  - Familiarisation with the building, health and safety, and fire and evacuation procedures.
  - Ensuring our policies and procedures are read and adhered to.
  - Introduction to the parents, especially parents of allocated key children where appropriate.
  - Familiarisation with confidential information in relation to any key children where applicable.
  - Details of the tasks and daily routines to be completed from their job description.
- The Early Years Room Manager inducts new employees and volunteers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.
- Following induction, we continue to support our staff to deliver high quality performance through regular supervision.

### **Supervision procedures**

- Following a successful probationary period, line managers, will hold supervisory meetings at regular intervals with each employee, approximately once in a half term, although ad-hoc meetings can take place when necessary.
- During a probation period, probation supervisions are held once every two weeks for the first six weeks then once a half term with a review of performance meeting held at the end of the probation period, which could end in dismissal.
- From time to time the line manager may need to discuss the content of these meetings with others, for instance a Trustee/Early Years Room Manager/Early Years Deputy or Finance & Business Manager.

- These supervisory meetings may take place with the Early Years Room Manager and sometimes a Trustee may be present at the meeting.
- While the area of discussions and issues that arise are likely to change over time, the meetings are an opportunity to discuss work performance, recognition of achievements, performance concerns, any learning and development needs and any concerns.
- Supervision with line managers will normally include discussing quality, safeguarding issues, relevant practice issues, implementation of policies, steps to improve the setting's grading, occupancy levels etc.
- These form a two-way discussion to ensure that employees are clear about their role and expectations of them and the support that is available to them.
- Employees should feel comfortable in these meetings to discuss any queries or concerns that they have.
- It is important to ensure that sufficient time is set aside for them.
- A written record, signed by the Early Years Room Manager and employee, of every supervisory meeting is kept in the employee's staff file to show what was discussed and what action needs to be taken.
- These records are the property of the organisation not the individual, although staff can request to view these records.
- There is no statutory right to be accompanied at any supervisory meeting.
- The supervisory process is intended to support two-way conversations between the line manager and the employee.

## Confidentiality

Supervision meetings should be treated as confidential between the Early Years Room Manager/trustees and employee, except where statutory obligations exist, when disclosure is necessary for the protection of the children and/or for the effective management in the preschool and/or may be required by law or for the purposes of obtaining appropriate professional advice. All policies involved in a supervision will be expected to maintain appropriate levels of confidentiality. Breaches of confidentiality will be taken very seriously and may result in disciplinary action being taken.

This policy was adopted by

Dragonflies

On

December 2025

Date to be reviewed

December 2026

Signed on behalf of the provider

Name of signatory

Role of signatory

Trustee