

<p>Weddington Primary Out of Hours Club Staff support and Supervision</p>

Weddington Primary Out of Hours is committed to ensuring that all staff can reflect on their performance and have their issues and concerns addressed in a structured manner. At Weddington Primary OHC we promote and support staff development by providing staff with regular support and supervision meetings.

Procedure:

Support and supervision meetings will be held appropriately.

The Manager/Deputy will keep a note of areas discussed and keep them in the personnel file of the staff member. These are to be signed by both parties.

Support and supervision meetings will confidentially consider all aspects of the staff member's work, including staff development, training, conflicts, specific areas of work and the care of children within the setting.

Actions arising from support and supervision will be followed up at the next meeting. Any actions that need to be taken will be done as soon as possible.

Policy issued: April 2024

Next Review: April 2025