



Staff Supervision & Appraisal Policy

Bijou Day Nursery & Crèche, Cowbridge

Policy owner: Nursery Manager / Rheolwr y Feithrinfa

Version: 2.0

Last reviewed: June 2026 / Mehefin 2026

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Approved by: Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

1. Policy Statement

Bijou Day Nursery & Crèche is committed to supporting staff through regular, meaningful supervision and annual appraisals. Effective supervision is a cornerstone of quality childcare, safeguarding, and professional development. It ensures staff feel valued, supported and confident in their practice.

This policy complies with the National Minimum Standards for Regulated Childcare (Wales) 2016 (Standards 16 & 18); CIW Inspection Framework; Social Care Wales Codes of Practice; Wales Safeguarding Procedures 2019; and the Regulation and Inspection of Social Care (Wales) Act 2016.

2. Purpose of Supervision

- Ensure children receive safe, high-quality care and education
- Provide a dedicated space for staff to reflect on their practice, discuss concerns and seek support
- Monitor staff well-being and workload
- Identify training needs and support ongoing professional development
- Review safeguarding awareness and competency
- Address any performance or conduct matters in a supportive manner
- Ensure policies and procedures are being followed

3. Types of Supervision

3.1 Formal One-to-One Supervision

- Held at least every 6–8 weeks for each member of staff
- Conducted by the Nursery Manager or Deputy Manager in a private, uninterrupted space
- Follows a structured agenda covering: well-being, safeguarding, key children, professional development, any concerns
- A written record is kept, signed by both parties, and stored confidentially

3.2 Peer Observation

- Regular peer observations support reflective practice and knowledge sharing

- Observations focus on interactions, environment, planning and safeguarding practice
- Feedback is constructive and linked to quality improvement

3.3 Group Supervision / Team Meetings

- Regular team meetings provide opportunities for shared reflection, policy updates and collaborative problem-solving
- Minutes are recorded and shared with all staff

3.4 Ad-hoc / Informal Supervision

- The Nursery Manager operates an open-door policy for staff who need support between formal sessions
- Significant informal discussions are recorded as appropriate

4. Annual Appraisal

- Every staff member receives a formal annual appraisal
- The appraisal reviews performance over the previous year, celebrates achievements and sets objectives for the coming year
- Training needs and career development aspirations are discussed and recorded
- Appraisal records inform the nursery's annual training plan

5. Probation Reviews

During the probation period (typically 3–6 months), supervision meetings take place more frequently — at least monthly — with a formal mid-point and end-of-probation review.

6. Safeguarding in Supervision

Every supervision session includes a safeguarding checkpoint. Staff are asked to reflect on any concerns about children, colleagues or their own practice. This supports a culture of professional curiosity and vigilance.

7. Record Keeping

All supervision and appraisal records are stored confidentially in individual staff files. Records are retained in line with our Data Protection & Confidentiality Policy and are available for review by CIW during inspections.

Bijou Day Nursery & Crèche
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