

EYFS Staff Supervision Policy			
DATE	REVIEW DATE	NOMINATED PERSON	NOMINATED GOVERNOR
May 2025	October 2028	Miss Shipp EYFS lead	
	(annual/biannual/triennial)	Website publication <u>Yes</u> /No	Committee FGB

Supervision is a formal and recorded process through which the professional actions of staff are examined and regularly reviewed. It provides a recorded system of decision making that is audited to improve practice and to improve the service that is provided to children and parents.

Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

- discuss any issues – particularly concerning children’s development and well-being
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness

Process

At Eastlands Primary School all practitioners who work directly with children and families are: -

1. Supervised by their designated line manager.
2. Supervision meetings are held regularly for each staff member, with additional sessions scheduled as necessary.
3. Supervision meetings are conducted in line with existing procedures. They are held in a confidential space suitable for the task and at a time that is mutually convenient.
4. Supervision agreements are drawn up for all EYFS staff and reviewed regularly.
5. A copy of the supervision record form is retained by the supervisor and a copy provided to the supervisee.
6. Each member of staff has a supervision file which holds a copy of the supervision agreement and their supervision record form. The supervision file is stored securely at all times.
7. All supervision meetings must include discussions concerning the development and well-being of each of the supervisee’s key children. This also includes the needs and progress of specific groups of learners and vulnerable children.

Where concerns are raised, the supervisor and supervisee must seek to identify solutions and identify further actions that need to be taken – these are recorded on the child’s file and may include support from external agencies.

All aspects of supervision must ultimately focus on promoting the interests of children.

Outcomes: -

During supervision meetings members of staff are able to discuss their personal well-being and any concerns they have about inappropriate behaviour displayed by colleagues.

During supervision meetings staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings relating to themselves (or anyone in their household) which may affect their suitability to work with children that have occurred during their employment with the setting. Any new information is referred immediately to line manager.



EASTLANDS PRIMARY SCHOOL

Supervision meeting record

Name of supervisee:	Name of supervisor:	Date:	Number of key children:
Main Responsibilities:	Service – Eastlands Primary School EYFS		
Update:			
Performance Management Update:			
Agenda	Action/Solutions:	When:	By:
1. Review of last supervision session - Progress on actions agreed from previous meeting:			
2. Relationships (adults & children)			
3. Safeguarding matters			
4. Issues arising – particularly concerning children’s development and well-being, working with other agencies	These issue as are discussed in - pupil progress meeting, - achievement team meetings, - TLC's - No specific issues		
5. Training (coaching) needs	See PM		
6. Any other areas for discussion:			
Date of next meeting: Spring term or in SLT if urgent	Signed: (supervisee)	Signed: (Supervisor)	