



## Supervision Policy

The statutory framework for the EYFS requires that settings must have appropriate arrangements in place for the supervision of staff that have contact with children and families. The leadership and management structure must be clear with all staff clearly knowing to whom they report.

Supervision is not appraisal. Appraisal is usually an annual meeting to assess and record an employee's performance, potential and development needs over a year; set measurable targets for the coming year, and to identify training needs / support for continuing professional development.

Supervision is a regular one to one meeting / discussion between EY leaders and members of the team. The purpose of this is to:

- Enable key persons to immediately share information (even the slightest concern) with the line manager;
- Develop a positive relationship with members of the team as individuals, enabling them to understand where the setting is going, and how they can be involved and contribute; improve communication and share responsibility;
- Reiterate organisational expectations; manage performance, capabilities and workload; reflect on, evaluate and respectfully challenge practice; make appropriate changes; allow disagreements to be recorded and solutions explored;
- Value, motivate and empower; coach and discuss training opportunities;
- Ensure that children and their families receive the highest quality care and education;
- Maximise safeguarding of children and safe working practices.

The following is a guide to the frequency of supervision meetings:

Volunteers	Fortnightly
New Staff	3 Weekly
Staff undergoing training	Monthly
Newly Qualified staff	Monthly
Practitioners	6 weekly
Leaders	6 weekly
Managers	6 weekly

Supervision meetings will take place with the line manager. It is important to keep a record of supervision meetings. The record enables managers to keep track of agreed discussions and actions, give a starting point to the next meeting, and an opportunity to review progress towards targets and actions. Notes are shared between the member of staff, line manager and SLT. Confidential items e.g. information about a child or member of staff, must be clearly identified and shared on a 'need to know' basis.

It is important to remember that not all supervision needs to be planned. There needs to be an open door culture with spontaneous supervision taking place at all times, particularly if there is a welfare and safeguarding issue.



## Record of Supervision

<b>Setting Name</b>	
<b>Supervisor:</b>	<b>Name:</b>
	<b>Position:</b>
<b>Supervisee:</b>	<b>Name:</b>
	<b>Position:</b>
<b>Agenda:</b>	
<input type="checkbox"/> Review of previous supervision	
<input type="checkbox"/> Current work/responsibilities/projects	
<input type="checkbox"/> Children's development/care	
<input type="checkbox"/> Children's attainment and progress	
<input type="checkbox"/> Progress against performance/appraisal targets	
<input type="checkbox"/> Concerns/Team Issues/Training and Support	
<input type="checkbox"/> AOB	
<b>Record of Discussion</b>	
<b>Signed (Supervisor)</b>	
<b>Signed (Supervisee)</b>	
<b>Date</b>	