

# **EYFS Supervision Policy**

**Reviewed: January 2023**  
**Next Review: January 2024**

## **St George's Church of England Primary School**



Bringing **faith** and **education** together

**Ratified by the Full Governing Body**  
**March 2023**

# EYFS Supervision Policy

## Introduction

In accordance with the Statutory Framework for the Early Years Foundation Stage 2021, staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare Requirements, Clauses 3.22 and 3.23, as follows:

*3.22. Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.*

*3.23. Supervision should provide opportunities for staff to:*

- *discuss any issues – particularly concerning children’s development or well-being, including child protection concerns*
- *identify solutions to address issues as they arise*
- *receive coaching to improve their personal effectiveness*

## Purpose of supervision meetings

Supervision is a means to ensure staff at St George’s are clear about what their job is, what is expected of them, an opportunity to raise safeguarding concerns about particular children and to be supported to do their job well. The meeting gives everyone the opportunity to evaluate and review workloads and performance so that learning and development can take place and to identify performance shortfalls, encourage and motivate staff and initiate training, support and /or coaching. Supervision does not replace the annual staff appraisals.

## Responsibility

The Headteacher is responsible for ensuring that regular supervision meetings are conducted with every member of staff. The member of staff is responsible for ensuring that they meet the required standard for the job.

## Process and Frequency

Supervision is an essential part of the effective working relationship between a member of staff and the Senior Leadership Team at St George’s. The meetings are a two-way discussion between a member of staff and their manager and to be effective each person must take equal responsibility for ensuring effective communication and recognition of the value of supervision meetings for both parties. All staff must be provided with a regular supervision (1-1) meeting with their manager at least once every term which is booked in advance at an agreed time. There must be a written record of the meeting using the attached Staff Supervision Record Form. See Appendix 1.

## **What is covered at the supervision meeting**

The main functions of supervision are:

- Safeguarding – ensuring that opportunity is given to raise and discuss any concerns regarding a child, family or member of staff, and that these concerns will be shared appropriately.
- Roles and Responsibilities – ensuring that the work the supervisee carries out is of a satisfactory standard, and that the work reflects the philosophy of the early years.
- Learning and Development (staff member) – to encourage and assist staff to reflect on their own performance and to identify and address developmental needs.
- Support – supervisees are given the opportunity to reflect on the impact of their work and obtain support with any problems or difficulties.
- Mediation – to ensure the relationship between the supervisee, the EYFS team and the wider school are effective.
- Learning and Development (children) – provide a forum to discuss learning and development of any child.
- Supervision will always keep a focus on the best interests of the children in the setting and promote their safety and well-being.

## **Supervision Standards**

- The content and action points of each session will be recorded by the manager and signed and dated by all parties and copies of the supervision notes will be available.
- Records will detail any decisions that have been made and any agreed actions.
- In the event of the member of staff wanting to have a different supervisor, they should discuss this with their existing supervisor wherever possible and then make this known to a member of the Senior Leadership Team.
- Supervision does not form a part of the appraisal system.
- While supervision meetings normally take place on a planned 1:1 basis, it may be appropriate to hold a group supervision in addition to individual ones, or to hold additional ad hoc meetings.
- Supervisions are recognised as being a private but not necessarily confidential process. The records are the property of the school, not the individual. Supervisors may, from time to time, discuss the content of supervision meetings with others (e.g. the Headteacher, members of Senior Leadership Team, inspectors). This will always be with the knowledge of the member of staff.
- Supervision records will be held by the school in accordance with the Confidentiality and Data Protection Policy.

## Appendix 1

### Staff Supervision Record Form

The Staff Supervision Record is designed to ensure that key areas are discussed during supervision and protect the working relationship between supervisor and staff member. It may not be necessary to complete every section during every supervision session. However, it is recommended that every session begins with an open slot (welcome) and ends with a summary discussion and evaluation of the session (close) and identify the date of the next meeting.

<b>Name of Supervisor:</b>
<b>Name of Staff Member:</b>
<b>Date:</b>
<b>Welcome:</b> How staff member is generally, what's been happening or pre-occupying staff member, an easing into supervision session.
<b>Review of last session:</b> Update on agreed actions from previous session.
<b>Safeguarding:</b> Raise and discuss any concerns regarding a child, family or member of staff and that these concerns will be shared appropriately.
<b>Learning &amp; Development (children)</b> Raise and discuss any L&D opportunities for any child.
<b>Roles &amp; Responsibilities:</b> Raise and discuss work is of a satisfactory standard, identify successes and shortfalls including work reflects the philosophy of early years.
<b>Learning &amp; Development (staff member)</b> Raise and discuss any L&D opportunities for staff member.
<b>Support:</b> An opportunity for staff member to raise and discuss any support needed with any problems or difficulties.
<b>Date of Next Meeting:</b> Agree date and time of next supervision session.

<b>Close:</b> Summarise any agreed actions, establish how staff member is feeling.

Signature Supervisor:

Signature Staff member: