



EYFS Supervision Policy

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Last updated:	September 2022
Date of next review:	September 2024 or if legislation/statutory requirements change

Summary of changes and reviews

Version	Date	Summary of amendments	By
1.0	10.09.2021	Updated to new format, new EYFS framework included, staffing updated.	CL
1.1	24.01.2022	Reviewed without substantial changes. Staff change update (KD)	CL
1.2	Sept 2022	Reviewed and Updated with staff changes	NR



Contents

Introduction.....	3
Purpose of Supervision Meetings.....	3
Responsibility.....	3
Meetings.....	3
Process and Frequency.....	3
Content of a Supervision Meeting.....	4
Supervision Standards	4
Recording the Meetings	5
Appendix I.....	6
Appendix II.....	7



EYFS SUPERVISION POLICY

Introduction

In accordance with the revised 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.

“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 wellbeing, including child protection concerns
- identify solutions to address issues as they arise
- receive coaching to improve their personal effectiveness.”

All staff are expected to uphold Fundamental British values within meetings and ensure that these are promoted at all times.

Purpose of Supervision Meetings

The EYFS introduces the concept of supervision as a way for staff to discuss issues including child protection concerns and identify solutions as well as to receive coaching to improve their personal effectiveness. Supervision should be an individual meeting between a manager and each staff member, including teaching assistants and those involved in year-round childcare, in order to support their role as key persons working with children and their families. Supervision is a means to ensure staff are clear about what their job is, what the school wants them to do regarding concerns about particular children and to be supported in all aspects of their job. The meeting also gives parties 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/coaching.

Responsibility

The managers (EYFS co-ordinators and/or the Headmaster) are responsible for ensuring that supervision meetings are conducted with every member of EYFS staff. The member of staff is responsible for ensuring that they meet the required standard for the job.

Meetings

Process and Frequency

The frequency of meetings should be determined according to the needs of the families and the staff member supporting them and the frequency with which the staff member sees the children. This will be at least once a term. This is in addition to regular staff appraisal/coaching and other opportunities for staff training. Supervision is an essential part of the effective working relationship between a member of staff and a manager. The meetings are a two way discussion between a member of staff and their manager and to be effective each person must take an equal responsibility for ensuring effective communication and cooperation and recognition of the value of supervision meetings for both parties.



Content of a Supervision Meeting

The content of the supervision meeting will be to:

- identify any performance concerns and improvements required
- discuss any issues of concern about particular children and families
- identify appropriate support and guidance with regard to all aspects of work including support in
- dealing with particular children and families and their individual needs
- identify any training and development needs.

Supervision meetings should have a pre-agreed agenda. Each agenda must include the following:

- Matters arising from previous meeting (if not covered in the agenda)
- Children and families– development and wellbeing including child protection concerns
- Discussion of role, responsibilities and any support required
- Any concerns held by the Supervisee

Supervision meetings may also cover the following as and when required or relevant

- Review of children's records eg learning journeys etc
- Tracking and progress
- Transition to the next class/phase (Trinity Term)
- Progress towards supervisee appraisal targets
- Policy updates
- Upcoming events

Supervisee will email a suggested agenda to the Supervisor before the meeting for them to add to if needed.

Supervision Standards

Staff should expect:

- To be given clear objectives and standards, appropriate deadlines and help in achieving their objectives.
- To be able to question how things are done and what is expected.
- To be given the opportunity and time to express any concerns.
- To be given appropriate support, and receive coaching where necessary.
- To be told in a constructive way if their work is poor, incompetent or unacceptable and to have a strategy for improvements discussed and agreed.
- To be told when a piece of work has been done well.

The Manager should expect:

- To have their management responsibilities understood and respected by the staff they manage.
- That once targets and/or objectives are set the member of staff will produce work to an agreed standard.
- That staff will demonstrate a willingness to strive for continuous improvements.
- That staff will be open, honest and non-defensive when their work is being discussed.
- To be able to withdraw the member of staff from a particular piece of work, or to terminate that piece of work if there are reasons for doing so and this will be communicate to the member of staff.



Recording the Meetings

The supervision meeting will be recorded by the manager and stored in the EYFS folders held by Head of Nursery and Head of Pre-Prep.

To ensure that the confidentiality and identity of individual children is maintained within the supervision record, no names of the children discussed will be used, only initials.



Appendix I

During the academic year -2022-23 the following staff will be required to attend supervision meetings.

Supervisor	Mr Reed	Mrs Riley	Mrs King
Staff member	Mrs Riley	Mrs Prakash	Mrs Gausson
	Mrs King	Mrs Easterbrook	Miss Buck
		Miss Easterbrook	Ms Thomas, Mrs Donavan, Mrs Easterbrook, Mr Bailey, Mr Page
		Miss Baldwin	
	Mrs Male		
		Mrs Freebury (Hol provision only)	
			Miss Waldron



Appendix II

EYFS Supervision Meeting Record

Supervisor	
Supervisee	
Date/Time of meeting	
Location of meeting	

Agenda:

Set items: <ol style="list-style-type: none">1. Matters arising2. Children and families– development and wellbeing including child protection concerns3. Role and responsibilities including any identified training needs4. Concerns Additional items

Main Points of discussion:

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Follow up actions

Supervisor	Supervisee	Other

Signed _____ (supervisor) _____ (supervisee)
_____ (date)

