



Glendower Preparatory School

EYFS Supervision Policy

2024–25

Reviewed: November 2024
Next review: November 202

Staff supervision in Early Years

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

Responsibility

At Glendower Preparatory School all practitioners who work directly with children and families and are supervised by their designated line manager.

Legal Requirements

[Statutory Framework for the Early Years Foundation Stage - November 2024](#)

Paragraph 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.

Paragraph 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

Process and Frequency

EYFS Supervision meetings are held every term for each EYFS staff member.

Not all supervision needs to be planned. Spontaneous supervision must occur in the event of concerns or safeguarding issues arising. At Glendower Preparatory School, we have an 'open door' culture and staff are actively encouraged to speak to their line manager at any time. Supervision meetings do not replace the need for Staff Professional Development Review but will feed into this system.

Supervision meetings are conducted in line with existing procedures and are held in a confidential space suitable for the task.

A copy of the supervision record form is retained by the supervisor and a copy provided to the supervisee.

Where concerns are raised, the supervisor and supervisee must seek to identify solutions and identify further actions that need to be taken.

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

During supervision meetings members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues.

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 communicated to the member of staff.

Recording supervision meetings

The supervision meeting will be recorded by the manager within 5 working days. See Appendix I for the Supervision meeting form. Both parties will sign the record and agree the date for the next supervision meeting. 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.

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 the DSL, Mrs Kemi Ehilebo.

Confidentiality

Although this is a confidential document, it is also an organisational document which does not belong solely to the management, staff member or nursery management. The supervisions and appraisals may also be accessed as part of:

- A grievance procedure
- A disciplinary procedure
- An internal/external inquiry
- A complaints procedure