



# EYFS SUPERVISION POLICY (of staff)

## Introduction

In accordance with the revised Statutory Framework for the Early Years foundation Stage 2017 staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare requirements Clauses 3.19 and 3.20. 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 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.

## Responsibility

The EYFS Leaders and the Deputy Head are responsible for ensuring that supervision meetings are conducted with every member of staff that teach EYFS children. The member of staff is responsible for ensuring that they meet the required standard for the job.

## Process and Frequency

The frequency of meetings should be determined according to the needs of the staff. This is in addition to regular staff appraisal 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. A weekly record book also acts as a means of supervision as it also allows concerns to be raised and answers given to any issues. These are read by the Deputy Head on a weekly basis.

## What to cover at 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 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 II for the Supervision meeting form. Both parties will sign the record and agree the date for the next supervision meeting. A copy of the supervision record will be given to the member of staff and stored in the EYFS folder.

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 -2018-19 the following staff will be required to attend supervision meetings.

Supervisor	Member of Staff	Completion dates for 2020/2021					
		5.10.20	7.12.20	8.2.21	22.3.21	24.5.21	28.6.21
Amber O'Sullivan	Jayne Grainge	5.10.20	7.12.20	8.2.21	22.3.21	24.5.21	28.6.21
Amber O'Sullivan	Karen Jackson	5.10.20	7.12.20	8.2.21	22.3.21	24.5.21	28.6.21
Amber O'Sullivan	Tierney Gibb	5.10.20	7.12.20	8.2.21	22.3.21	24.5.21	28.6.21
Amber O'Sullivan	Lauren Weaver	5.10.20	7.12.20	8.2.21	22.3.21	24.5.21	28.6.21
Amber O'Sullivan	Gemma Hughes	5.10.20	7.12.20	8.2.21	22.3.21	24.5.21	28.6.21
Amber O'Sullivan	Sinéad Tierney	5.10.20	7.12.20	8.2.21	22.3.21	24.5.21	28.6.21
Amber O'Sullivan	Felicity Campbell	5.10.20	7.12.20	8.2.21	22.3.21	24.5.21	28.6.21
Amber O'Sullivan	Clare Pollard	5.10.20	7.12.20	8.2.21	22.3.21	24.5.21	28.6.21
Amber O'Sullivan	Emily-Jane Welsted	5.10.20	7.12.20	8.2.21	22.3.21	24.5.21	28.6.21
Amber O'Sullivan	Emily Butler	5.10.20	7.12.20	8.2.21	22.3.21	24.5.21	28.6.21
Amber O'Sullivan	Scarlett Clarke	5.10.20	7.12.20	8.2.21	22.3.21	24.5.21	28.6.21

### SUPERVISION

Date of Supervision .....

Name of Supervision .....

Name of Supervisee .....

Date and time agreed for next meeting.....

Review: September 2020

Next review: September 2021

## APPENDIX II

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
- Progress towards supervisee appraisal targets
- Policy updates
- Upcoming events

Specific additional agenda items:

Supervisor .....

Supervisee .....

Date .....

Both the supervisor and supervisee should sign and date the end of this record to confirm its accuracy.