



## **Supervision Policy**

In accordance with the revised Statutory Framework for the Early Years Foundation Stage EYFS 2023 and Working Together to Safeguard Children (2023), staff supervision is a requirement for providers. The Safeguarding and Welfare Requirements of the EYFS (2023), Clauses 3.27 and 3.28 states that

3.27 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.

3.28 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.

### **What is supervision and why is it important?**

Supervision is an opportunity to meet at regular intervals to discuss and provide support and empowerment to staff to make sure they feel equipped and happy to fulfil their job effectively. The meeting needs to foster a culture of open discussion where staff have the time to discuss any concerns, worries and constraints within their role and the setting as a whole.

The key elements of supervision are coaching, training, personal development and the focus on children and their well-being. It should also be a two way process that enables both parties involved to develop a positive and mutually supportive discussion and on-going development plan. Although supervision meetings are often planned, spontaneous supervision meetings may occur in the event of concerns or safeguarding issues arising.

### **Supervision and appraisals – what is the difference?**



Supervision is a regular one to one meeting in order to meet organisational, professional and personal objectives. This should include current feelings and well-being, concerns or constraints and review of notes from the last supervision.

Appraisal is an annual meeting to:

- assess and record a staff members performance, potential and development needs over the year (what has gone well/not so well?)
- set measurable targets and objectives for the coming year
- identify training needs and support continuing professional development

Although appraisals and supervision are different, annual targets from appraisals are discussed and reviewed through supervision and may be changed or adapted as necessary.

### **Purpose of Supervision Meetings**

Supervision is a means to ensure staff are clear about what their job is, what the pre-school wants them to do, to raise safeguarding concerns about particular children and to be supported to do that job well. This 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.

### **Responsibilities**

The manager is responsible for ensuring the 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 that job.

### **Process and Frequency**

Supervision is an essential part of the effective working relationship between a member of staff and the supervisor. The meetings are a two way discussion between a member of staff and their supervisor and to be effective both parties must take an equal responsibility for ensuring effective communication and co-operation and recognition of the value of supervision meetings for both parties. All staff must be provided with regular supervision (one-to-one meetings) with their supervisor at least once every ten weeks which is booked in advance at an agreed time. There must be a written record of the meeting using the attached Supervision Record Form.



## **What will be covered at supervision meetings?**

The content of the supervision meetings will be to:

- discuss and agree targets/tasks and objects which need to be carried out;
- record progress on these targets/tasks;
- set timescales and deadlines for carrying out the tasks;
- identify any performance concerns and improvements required;
- discuss any issues of concern about particular children;
- identify appropriate support and guidance with regard to all aspects of work including support in dealing with particular children 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 their 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.

Line Managers (the Supervisor) 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 of Supervision Meetings**

The supervision meeting will be recorded on the attached Supervision Record Form and should be completed by the Supervisor within five working days. 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. To ensure that the confidentiality and identify of individual children within the supervision record, children's initials will only be used.

This policy was adopted on the 1<sup>st</sup> September 2012. Reviewed 08<sup>th</sup> August 2024

Signed.....  
Chelsea Groome (Chairperson)  
**Trustee of Woodpeckers CIO**

**Next review date: August 2024**