

# Greenvale Primary School



## EYFS STAFF SUPERVISION POLICY

Policy Date	June 2022
Signed by Head Teacher	Mrs A Allnutt
Review Date	June 2024

## **POLICY STATEMENT**

Supervision will support and strengthen the safeguarding culture we are committed to for our setting. Early Years setting aims to provide appropriate, responsive and flexible services for all the children at Greenvale Primary School.

We can only do this if our staff:

- Understand what is expected of them.
- Have the skills, knowledge, behavior, values and attitudes necessary to carry out their role.
- Are fully supported in their work and managed effectively.

Supervision is one of the ways that this can be achieved.

Supervision will always keep a focus on the best interests of the children in the setting and promote their safety and wellbeing.

## **PROCEDURES**

Supervision meetings are regular one to one meetings for all staff working directly with Early Years children. Supervision is compulsory and must take place regularly through the school year (ideally twice a term) and no less frequently than every 8 weeks. For new staff or if there is an on-going issue (identified by either supervisee or supervisor) it may be deemed desirable to hold more frequent supervision meetings. The structure and purpose of supervision meetings should be discussed during induction with new members of staff.

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.

- The content and action points of each session will be recorded by the supervisor and signed and dated by the supervisor and supervisee. The supervisee will receive a copy of the supervision notes.
- Records should detail any decisions that have been made and any agreed actions.
- In the event of a supervisee 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 Management 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 other members of SLT inspectors. This should always be with the knowledge of the supervisee.
- Supervision records should be held by the school in accordance with the Confidentiality and Data Protection policy. Records will be held by the employer for five years when they can then be destroyed securely and confidentially.

Linked policies:

Safeguarding and Child Protection  
Safeguarding and Safer Recruitment  
Mental Health and Wellbeing

Appendix:

1. Staff Supervision Agreement
2. Staff Supervision Record Form

## Appendix 1

<b>School Based Reflective Supervision Agreement</b>
<b>Agreement between _____ and _____</b>
This agreement is designed to be a working tool to underpin the development and maintenance of a good supervisory relationship. The agreement should be: <ul style="list-style-type: none"><li>• <b>Completed at the start of a new supervisory relationship</b></li><li>• <b>Reviewed at least once a year</b></li></ul>
The expectations of the provision regarding supervision are set out within the supervision policy are non-negotiable and provide the framework of this agreement.
<b>Practical arrangements</b>
Frequency of 1:1/group supervision:
Duration:
Venue:
Arrangements if either party needs to cancel:
Availability of the supervisor for ad hoc discussion between sessions will be:
<b>Content</b>
The process for agreeing the agenda will be:
Preparation for supervision will include:
Particular priority areas to be discuss regularly:
<b>Making supervision work</b>
What does the supervisee bring to this relationship (e.g. previous work experience, experience of being supervised, preferred learning style)?

What are the supervisee's expectations of the supervisor?

What are the supervisor's expectations of the supervisee?

Are there any factors to acknowledge as relevant to the development of the supervisory relationship (e.g. race, culture, gender, sexual orientation, religious requirements, impairment learning difficulties)?

Agreed 'permission' e.g. it is OK for the supervisor not to know all the answers for the supervisee to say they are stuck etc.

How will we recognise when the supervisory relationship is not working effectively?

What methods will be used to resolve any difficulties in working together?

Any other relevant issues for this agreement:

**Date of agreement due to be reviewed:**

**Supervisor Name:**

**Signature:**

**Supervisee Name:**

**Signature:**

**Date:**

## Appendix 2 – Staff Supervision Record Form

The Staff Supervision Record is designed to ensure that key areas are considered in supervision so that supervisor and supervisee are protected in the working relationship. Not every section needs to be covered during every session. However, it is recommended that each session begins with an open slot (welcome) and ends with a summary discussion and evaluation of the session (ending) including identifying the date of the next meeting.

Name of Supervisor:
Name of Supervisee:
Team:
Date:
<b>Welcome:</b>
<b>Main responsibilities:</b>
<b>Relationships:</b>
<b>Overall context of service:</b>
<b>Appraisal objectives:</b>
<b>Meetings:</b>
<b>Health, welfare and safety:</b>
<b>Personal Development:</b>
<b>Ending:</b>