



CLARE COMMUNITY
— PRIMARY SCHOOL —

Early Years Staff Supervision Policy

In accordance with the revised Statutory framework for the Early Years Foundation Stage 2012 staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare Requirements Clauses 3.19 and 3.20 as follows:

3.19 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.

3.20 Supervision should provide opportunities for staff to:

- **Discuss any issues – particularly concerning children’s development or well-being.**
- **Identify solutions to address issues as they arise; and**
- **Receive coaching to improve their personal effectiveness**

At Clare Community Primary Academy all EYFS staff are supervised by their designated line manager. The EYFS lead is supervised by the deputy head.

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

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

Supervision or Performance Management, what’s 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 last supervision.

Performance Management 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

It is important to remember that although Performance Management and Supervision are different, annual targets from appraisals should be discussed and reviewed through supervision and changed or adapted as necessary.

Supervision agreement

Supervision agreements are drawn up for all staff.

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

Each member of staff has a supervision file which holds a copy of the supervision agreement and their supervision record form. The supervision file is stored securely at all times.

All supervision meetings must include discussions concerning the development and well-being of the children within the EYFS class.

Where concerns are raised, the supervisor and supervisee must seek to identify solutions and identify further actions that need to be taken – these are recorded on the child’s file and may include support from external agencies.

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.

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 Headteacher Rebecca Loader.

Appendix 1
Supervision Agreement

We agree that supervision will be given and received in accordance with the **Clare Community Primary Academy** supervision policy which includes more details of the supervision process.

This supervision agreement is between _____

(insert name of supervisor)

and _____

(insert name of supervisee)

and outlines what each of us can expect from the supervision process and what our responsibilities are.

- We will arrange supervisions on a termly basis and neither of us will cancel these unless there is an urgent reason to do so.
- Supervisions will start promptly and will finish after an hour or when we have had time to discuss all issues.
- We will treat our conversations with respect for each other’s views. Both of us should feel free to express personal views and opinions without prejudice.
- We will hold supervisions in a quiet area where other people cannot overhear us. We will keep the contents of supervisions confidential, although some issues may need to be referred to the supervisor’s Line Manager or other agencies if necessary (e.g. Social Care).
- We will keep a written record of each supervision meeting which we shall both sign and each of us shall have a copy.
- We will both complete any actions agreed at supervision within the agreed timescale. At our next supervision, we will review the notes of the previous supervision to ensure that all actions have been carried out.

Signed: _____ **Signed:** _____

(supervisor signature)

(supervisee signature)

Date: _____ **Date:** _____

Appendix 2
Supervision meeting form

Clare Community Primary School EYFS Supervision Meeting Record	
Supervisee: _____ Supervisor: _____ Date: _____	
Agenda Review of previous supervision Concerns Team issues Support Learning and Development Achievements AOB	
Record of Discussion Agreed actions: When and by whom	Record of Discussion Agreed actions: When and by whom
Signed: Print Name: Signed: Print Name	

Ratified by Local Governing Body	CCPS LGB
Date	02 December 2019