



EYFS Supervision Policy

Updated
October 2018

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 managers (EYFS co-ordinators and/or the Headmaster) are responsible for ensuring that supervision meetings are conducted with every member of staff. 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 families and the staff member supporting them. 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. The weekly record book also acts as a means of supervision as it allows concerns to be raised and answers given to any issues. These are read by the Headmaster or member of Senior Leadership Team 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 be express any concerns.

Reviewed October 2018 to include EYFS Statutory Framework updates Next review October 2019

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- 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 communicate 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 -2017-2018 the following staff will be required to attend supervision meetings.

| Supervisor | | | |
|-------------------|--|--|--|
| Staff member | | | |
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Appendix II

Following the Review during EYFS Staff meeting, this appendix has been added.

Guidance on the Content of Supervision Meetings.

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 (Trinity Term)
- Progress towards supervisee appraisal targets
- Policy updates
- Upcoming events

Supervisee will email a suggested agenda to the Supervisor before the meeting for them to add to if needed.

Timings and Frequency of meetings will be reviewed at the Easter SLT/SMT Away Day.

Supervision Meeting Record

| | |
|----------------------|--|
| Supervisor | |
| Supervisee | |
| Date/Time of meeting | |
| Location of meeting | |

Agenda:

Set items:

Matters arising

Children and families- development and wellbeing including child protection concerns

Role and responsibilities including any identified training needs

Concerns

Additional items

Main Points of discussion:

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|--|
| |
|--|

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Follow up actions

| Supervisor | Supervisee | Other |
|------------|------------|-------|
| | | |

Signed _____(supervisor)

Signed _____(supervisee) _____ (date)