St. Joseph's R.C. Primary School

EYFS Supervision Policy

September 2026

Review: September 2027

POLICY REVIEW

This policy will be reviewed in full by the Governing Body on a yearly basis.

The policy was last reviewed and agreed by the Governing Body in September 2026

It is due for review in September 2027..

Hayley Francis Date: September 2026

Head Teacher



Lindsay Wise Date: September 2026
Chair of Governors



Introduction

In accordance with the **Statutory Framework for the Early Years Foundation Stage (EYFS)**, staff supervision is an important requirement for early years providers.

Effective supervision provides support, coaching and training for practitioners and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, while providing opportunities for staff to discuss sensitive issues confidentially.

Supervision should provide opportunities for staff to:

- Discuss any issues, particularly those concerning children's development, learning, welfare and wellbeing, including safeguarding and child protection concerns.
- Identify solutions and appropriate actions to address issues as they arise.
- Receive coaching, guidance and support to improve their personal effectiveness.
- Identify training and professional development needs.
- Reflect on their practice and consider how this can be improved.

Purpose of Supervision Meetings

Supervision is a structured opportunity for staff and managers to confidentially discuss the staff member's role, responsibilities, performance, wellbeing and professional development.

Supervision meetings enable staff to:

- Be clear about their role and responsibilities and what is expected of them.

- Raise concerns relating to safeguarding, children's welfare, development or wellbeing.
- Discuss workload, professional challenges and any support they may require.
- Reflect on their practice and identify areas for improvement.
- Identify learning, training and development opportunities.
- Receive appropriate support, guidance, coaching and feedback.
- Discuss any difficulties or concerns at an early stage.

Supervision also enables managers to recognise good practice, address performance concerns appropriately, encourage continuous improvement and identify where additional training, support or coaching may be required.

Supervision does **not** replace the setting's annual staff appraisal or performance review process.

Responsibility

The manager is responsible for ensuring that regular supervision meetings are provided for every member of staff.

The manager is also responsible for ensuring that any concerns identified during supervision are followed up appropriately, including safeguarding concerns.

The member of staff is responsible for engaging positively with the supervision process, being open and honest during discussions, taking agreed actions and working towards the required standards for their role.

All staff are expected to raise safeguarding concerns immediately through the setting's safeguarding procedures rather than waiting for their next supervision meeting.

Process and Frequency

Supervision is an essential part of an effective working relationship between a member of staff and their manager.

Supervision meetings are a two-way discussion. Both the manager and member of staff have responsibility for ensuring that meetings are open, constructive, supportive and focused on improving practice and outcomes for children.

All staff will be provided with a formal **one-to-one supervision meeting with their manager at least once every term**. Additional supervision meetings may be arranged where required, for example where:

- A member of staff has identified a particular concern.
- There are concerns regarding performance or conduct.
- A safeguarding or child protection matter requires additional support.
- A staff member is experiencing difficulties or requires additional guidance.
- A staff member has recently joined the setting or changed roles.
- A significant change has occurred within the setting or in the staff member's responsibilities.

Supervision meetings should normally be arranged in advance at an agreed time and should take place in a suitable private environment.

A written record of each supervision meeting will be completed using the setting's **Staff Communication/Supervision Record Form** (please see template- appendix 1) and all notes will remain confidential.

What to Cover During Supervision Meetings

The content of each supervision meeting will be appropriate to the individual staff member and may include:

Children and Safeguarding

- Any concerns regarding individual children's development, learning, welfare or wellbeing.
- Safeguarding and child protection concerns.
- Any concerns about children's behaviour, attendance or additional needs.
- Whether appropriate support is being provided for individual children.
- Any concerns regarding professional boundaries or safeguarding practice.
- Any actions arising from previous concerns or discussions.

Where safeguarding concerns are identified, these must be managed in accordance with the setting's safeguarding and child protection policy. Supervision must not be used as a substitute for immediate safeguarding action.

Staff Practice and Performance

- What is going well.
- Areas of good practice and achievements.
- Any difficulties or challenges experienced.
- Workload and responsibilities.
- Relationships with children, parents, carers and colleagues.
- Professional conduct and adherence to setting policies and procedures.
- Areas where further guidance, support or coaching may be beneficial.

Training and Development

- Current training requirements.
- Mandatory training and refresher training.
- Professional development opportunities.
- Skills the staff member would like to develop.
- Support required to achieve professional development goals.
- Reflection on previous training and its impact on practice.

Wellbeing and Support

Supervision provides an opportunity for staff to discuss matters affecting their ability to carry out their role effectively, including workload, stress, professional relationships and general wellbeing.

Staff will be encouraged to speak openly about any support they may need. Managers should respond appropriately and, where necessary, signpost staff to further support.

Supervision Standards

Staff should expect:

- To have the opportunity to ask questions and gain clarity about their role, responsibilities and expectations.
- To be provided with sufficient time and a supportive environment in which to raise concerns or discuss challenges.
- To be listened to with respect, professionalism and without judgement.
- To receive appropriate support, guidance, mentoring and coaching to enhance their practice.
- To receive clear, constructive and meaningful feedback on their performance and professional development.
- To have their strengths, achievements and examples of good practice recognised and celebrated.
- To have regular opportunities to discuss training needs, career aspirations and continuing professional development.
- To have any concerns addressed appropriately, sensitively and confidentially, in line with safeguarding procedures and legal requirements.
- To work within a culture of openness, trust and mutual respect that promotes wellbeing and professional growth.

Line Managers should expect:

- Their management responsibilities to be understood and respected by the staff they manage.
- Staff to demonstrate a commitment to providing high-quality care and education.
- Staff to demonstrate a willingness to reflect on their practice and strive for continuous improvement.
- Staff to be open, honest and professional when their work is discussed.
- Staff to take responsibility for agreed actions and professional development.
- Staff to raise safeguarding concerns promptly and in accordance with the setting's safeguarding procedures.

Recording Supervision Meetings

Each supervision meeting will be recorded on the setting's **Staff Communication/Supervision Record Form**.(Appendix.1)

The record should be completed during or immediately following the meeting and should include:

- Date of supervision.
- Names/job titles of the staff member and manager.
- Key issues discussed.
- Any concerns identified.
- Support or guidance provided.

- Training and development needs.
- Agreed actions and responsibilities.
- The date or approximate timeframe for the next supervision meeting.

Both the manager and member of staff should sign the record to confirm that the meeting has taken place and that the record accurately reflects the discussion.

A copy of the completed record will be provided to the member of staff, with the original stored securely by the setting in accordance with its confidentiality, data protection and record-keeping procedures.

Confidentiality

Supervision discussions will normally be treated as confidential. However, confidentiality cannot be guaranteed where information indicates that a child or another person may be at risk of harm, where disclosure is required by law, or where information needs to be shared with an appropriate professional or agency in accordance with safeguarding procedures.

To protect children's confidentiality and identity, **children's names must not be recorded in staff supervision records**. Where a child needs to be discussed, staff should use an agreed identifier, such as the child's initials, key-person reference or another non-identifying description.

Staff should avoid recording unnecessary personal or sensitive information about children in supervision records.

Any safeguarding or child protection concern identified during supervision must be recorded and reported in accordance with the setting's safeguarding and child protection procedures.

Follow-Up and Review

Actions agreed during supervision should be reviewed at the next supervision meeting or sooner where appropriate.

Where a concern requires immediate action, the manager will ensure that appropriate action is taken without waiting for the next scheduled supervision meeting.

Where supervision identifies a need for additional training, support or monitoring, the manager will agree appropriate actions and review their effectiveness.

The manager will monitor the completion of supervision meetings to ensure that all staff receive supervision at the required frequency.

Policy Review

This policy will be reviewed regularly and updated when necessary to reflect changes to legislation, statutory guidance, EYFS requirements and the needs of the setting.

The policy will be made available to all staff, who will be expected to understand and follow the supervision arrangements within the setting.

Appendix.1

St Joseph's Nursery

Staff Supervision Confirmation Record

Purpose:
This form confirms that staff supervision has taken place. The content of individual supervision discussions is **confidential** and is recorded separately in the staff member's supervision record.

Staff Details

Staff member name: _____

Job role: _____

Manager: _____

Date of supervision: _____

Confirmation of Supervision

I confirm that I have attended a supervision session with my manager on the date stated above.

During supervision, I was given the opportunity to:

- Discuss my role, workload and responsibilities
- Raise any concerns or issues I wished to discuss.
- Discuss any support, guidance or training I may require.
- Raise any concerns relating to safeguarding, children, colleagues, practice or the workplace.
- Discuss my wellbeing and any support I may require.
- Raise any other matters I considered relevant.

I understand that the detailed content of my supervision is recorded separately and treated confidentially, subject to any legal, safeguarding or organisational requirement to share information.

Staff member comments (optional):

_____

_____

St Joseph's Nursery

Confirmation

I confirm that I have had the opportunity to speak openly with my manager/supervisor and to raise any concerns or issues I wished to discuss.

Staff member signature: _____

Date: _____

Manager signature: _____

Date: _____

Management Record

Next supervision due: _____

Any follow-up required: ☐ No ☐ Yes

If yes, details of follow-up/action can be recorded in the appropriate management/supervision record.

Manager initials: _____