

St. Joseph's R.C. Primary School



EYFS Supervision Policy

July 2025

Review: September 2027

POLICY REVIEW

This policy will be reviewed in full by the Governing Body on a 2 yearly basis.

The policy was last reviewed and agreed by the Governing Body in July 2025

It is due for review in September 2027..

Hayley Francis

Date: July 2025

Head Teacher



Lindsay Wise
Chair of Governors

Date: July 2025



Introduction

In accordance with the Statutory Framework for the Early Years Foundation Stage 2021, staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare Requirements Clauses 3.22 and 3.23 as follows:

3.22. 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.

3.23. Supervision should provide opportunities for staff to: discuss any issues – particularly concerning children’s development or wellbeing, including child protection concerns. Identify solutions to address issues as they arise. Receive coaching to improve their personal effectiveness

Purpose of supervision meetings

Supervision is a means to ensure staff are clear about what their job is, what the setting wants them to do, to raise safeguarding concerns about children and to be supported to do that job well. 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 manager is responsible for ensuring that 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 the job.

Process and Frequency

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. All staff must be provided with a regular supervision (1-1) meeting with their manager at least once every term which is booked in advance at an agreed time. There must be a written record of the meeting using the attached staff communication record form.

What to cover at supervision meeting

The content of the supervision meeting will be to:

- 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 able to question how things are done and what is expected.
- To be given the opportunity and time to be express any concerns.
- To be given appropriate support, and receive coaching where necessary.
- To be told when a piece of work has been done well.

Line manager should expect:

- To have their management responsibilities understood and respected by the staff they manage.
- 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.

Recording supervision meetings

The supervision meeting will be recorded on the attached staff communication record form and should be completed during the meeting. Both parties will sign the record and agree the date for the next supervision meeting. A copy of the form will be given to the member of staff.

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.