Early Years Foundation Stage SUPERVISION POLICY

Approval Date	
Policy Owner	
Adopted by Trust Board	
Review Date	September 2026

EYFS Supervision Policy

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 well-being, 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 at Springfield's are clear about what their job is, what is expected of them, an opportunity to raise safeguarding concerns about particular children and to be supported to do their job well. The meeting gives everyone 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 Headteacher and Early Years Lead are 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 the Leadership Team. The meetings are a two-way discussion between a member of staff and their manager and to be effective each person must take equal responsibility for ensuring effective communication 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 Supervision Record Form. See Appendix 1

What is covered at the supervision meeting

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.
- Please refer to the supervision procedure Appendix 2.

Supervision Standards

- The content and action points of each session will be recorded by the manager and signed and dated by all parties and copies of the supervision notes will be available.
- Records will detail any decisions that have been made and any agreed actions.
- In the event of the member of staff 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 Leadership 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 others (e.g. the Headteacher, members of Senior Leadership Team, inspectors). This will always be with the knowledge of the member of staff.
- Supervision records will be held by the school in accordance with the Confidentiality and Data Protection Policy.

Appendix 1

EYFS Supervision Record

School	
Date and Time	
Supervisor Name & Role	
Supervisee(s) Name & Role	
Format e.g. Group/1-1/In person/Online	

Supervision Responsibilities & Agreement	• Supervision is offered as a safeguarding intervention and promotes ongoing best practice and safe cultures for everyone in the school community. • Supervision is a professional conversation within a safe environment to support the supervisee(s) and facilitate reflection, challenge and critical thinking. • Supervision encourages decisions to be child centred ensuring staff are supported to enable children and young people to achieve their best possible outcomes. • Supervision will take place regularly, at least half termly in a confidential space. • The supervisor will encourage a supervision process that focusses on supervisee(s) in their work, giving them to time to reflect on their practice, learn from good practice, give constructive feedback to promote professional development and address performance concerns positively with the supervisee(s). They will raise concerns and/or organisational themes with a Senior Manager as appropriate. • The supervisee(s) will engage in reviewing the quality of the supervision delivery and raise any concerns they may have. Both the supervisor and supervisee(s) will: • Prepare appropriately for their supervision session and take an active part in the process. • Acknowledge and respect the confidential nature of Supervision. • Complete accurate records of the supervision sessions, agree and sign these after each session.

	• Share a commitment to diversity and inclusion, where everyone's rights, dignity and individual worth is respected through collaboration, openness, and honesty.
Agreed by Supervisor (Y/N)	
Agreed by Supervisee(s) (Y/N)	

Agenda *to usually include:*	1. Review previous actions 2. Case discussion, which should consider: a. Local Authority Threshold Guidance & Safeguarding Partnership Resources b. Exploration of current concerns, previous history, vulnerabilities and potential bias surrounding the child and/or family c. Exploration of what interventions have already been tried or what else could be considered – exploring practice and performance matters in amongst this d. The voice of the child 3. Support and interventions a. For the child/family and/or supervisee 4. Next Steps a. Actions clearly recorded b. Any identified training or development needs 5. Reflections a. Feelings and analysis surrounding the case before/during/after this discussion b. Any future agenda items

Discussion Recording

Agreed Actions	Will this action be added to the child's CPOMS file? Y/N	Responsible Person	Deadline to be completed

Signed: Supervisor Date:	
Signed: Supervisee(s) Date:	
Date of next supervision session:	

Future Agenda Items

Appendix 2

EYFS Supervision Procedure

The checklist below is intended to be a helpful guide in supporting a good quality and consistent approach to EYFS safeguarding supervision. These expectations are in line with EYFS statutory framework for group and school-based providers.

Checklist	**Completed**
Per half term (as a minimum) the EYFS manager leads a EYFS supervision session, recorded on the "EYFS Supervision Record"	
Actions are clearly assigned and recorded	
Actions are also included on CPOMS (as appropriate) and acted upon, in a timely manner	
The EYFS Supervision Record document is completed by the EYFS manager and signed by the supervisee(s) when discussing specific child cases – this must take place half termly	
EYFS manager shares appropriately and confidentially the safeguarding matters arising from these discussions at least half termly with the relevant Senior Manager i.e. the Headteacher	
All documents are stored securely	