



EYFS Supervision of Staff Policy

The statutory framework for the EYFS requires that settings must have appropriate arrangements in place for the supervision of staff who have contact with children and families. The leadership and management structure must be clear, with all clearly knowing to whom they report.

Supervision is not appraisal. Appraisal is usually an annual meeting to assess and record an employee's performance, potential and developmental needs over a year; set measurable targets for the coming year and to identify training needs/support for continuing professional development.

Supervision is a regular one to one meeting/discussion between the Head of Pre-Prep or Early Years Coordinator and members of the team. The purpose is to:

- enable key persons to immediately share information and even the slightest concern with a class teacher and the Early Years Coordinator or the Head of Pre-Prep;
- develop a positive relationship with members of the team as individuals, enabling them to understand where the setting is going and how they can be involved and contribute to it; improve communication and share responsibility;
- reiterate organisational expectations; manage performance, capabilities and workload; reflect on, evaluate and respectfully challenge practice; make appropriate changes; allow disagreements to be recorded and solutions explored;
- value, motivate and empower; coach and discuss training opportunities;
- ensure that children and their families receive the highest quality care and education;
- maximise safeguarding of children and safe working practices.

The following is a guide to the frequency of supervision meetings:

Volunteers, new staff, staff undergoing training and NQTs – half-termly
Full time staff – termly

It is important to keep a record of supervision meetings (Appendix 1 is an example although there is no set format for the records). The record enables the Early Years Coordinator and Head of Pre-Prep to keep track of agreed discussions and actions, give a starting point to the next meeting and an opportunity to review progress towards targets and actions. Notes are shared between the member of staff, Early Years Coordinator, Head of Pre-Prep and SLT. Confidential items e.g. information about a child or member of staff must be clearly identified and shared on a 'need to know' basis.

It is important to remember that not all supervision needs to be planned. There needs to be an 'open door' culture with spontaneous supervision taking place, particularly if there is a welfare and safeguarding issue.

Reviewed September 2018 PT/RT
Reviewed July 2019 RT
Reviewed August 2020 PT



Appendix I

Example Record of Supervision

Setting Name	
Supervisor:	Name:
	Position:
Supervisee:	Name:
	Position:
Agenda:	
Review of previous supervision Current work/responsibilities/projects Children’s development/care Children’s attainment and progress Progress against performance/appraisal targets Concerns/Team Issues/Training and Support AOB	
Record of Discussion	
Signed (Supervisor)	
Signed (Supervisee)	
Date	