



STAFF SUPERVISION IN THE EARLY YEARS POLICY

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This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

STATUTORY FRAMEWORK

In accordance with the revised Statutory Framework for the Early Years Foundation Stage 2022, staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare Requirements, clauses **3.22** and **3.20** 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.
- Identify solutions to address issues as they arise; and
- Receive coaching to improve their personal effectiveness

SUPERVISION

Effective supervision provides support, coaching and training for the practitioner and promotes the interests of the children. It is a means to ensure staff are clear about what their job is, what the school wants them to do, to raise safeguarding concerns about particular children, and to be supported to do their job well. These regular meetings give all parties the opportunity to evaluate and review workloads and performance, so that learning and development can take place but does not replace annual Performance Management.

Each half-term Supervision meetings provide regular dedicated time for reflection and discussion. These meetings also offer a regular opportunity for members of staff to declare any criminal offences since their last DBS, or any reason or incapability to work with children. Supervision is provided through the line management structure and enables staff to meet 1-1 (Pre-School) or within a small group (Year N and Year R). At Greenleas there are additional opportunities for staff to access external support as and when it is needed.

Our aim is for supervision to foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues. For everyone to gain the maximum benefit from supervision, it is essential that supervisees:

- prepare for each meeting by reviewing notes and thinking about the issues to discuss
- are ready to share their thoughts and ideas in the meeting
- talk openly about what has gone well and what has been challenging
- are prepared to plan and undertake training and any other development activities as agreed with their supervisor
- read and agree the notes from the meeting and carry out any required actions.

Key responsibilities for individuals carrying out supervision

- sessions should be organised in advance and arrangements will be changed only in exceptional circumstances
- meetings should be well-structured, allowing both the supervisor and the supervisees to contribute to the meeting
- an appropriate place will be selected for the meeting that is free from interruptions
- all the areas included within the supervision policy will be covered.

WRITTEN RECORDS

Each Supervision meeting will result in an agreed (signed) written record of what has been discussed and what actions should be taken next. Notes will be taken by the supervisor and a record of the meeting will be completed as the meeting progresses. The record will include the following headings and points for action will be identified, with clear timescales and identified responsibilities.

| | |
|--|---|
| Name of Supervisor: | |
| Name of Supervisee(s): | |
| Date: | |
| <u>Discussion to include:</u> | |
| Welcome: | How staff are generally, and a review of the last supervision session. |
| Main responsibilities: | Day-to-day work and priorities, successes and challenges - specific work with children and families, and practice development. |
| Relationships: | Relationships with staff members, children and families. |
| Overall provision: | Provision development, planning, progress, budget and any assistance required. |
| Continued professional Development: | Activities that will help/have helped the supervisee(s) to develop themselves into their role. This may include working with other colleagues and experts, training or other activities. |
| Meetings: | This relates to preparation and review of any other meetings held. |
| Health, welfare and safety: | This includes general health and safety issues, as well as welfare issues which could include issues around stress, race, disability, sexuality, gender, religion and age. Attendance and time-keeping may be discussed here. |
| Ending: | This is about establishing how staff feel at the end of supervision and is an ongoing opportunity for staff to constructively feedback any issues raised. Staff are encouraged to make reasonable and realistic suggestions about how their supervisor could support them better. |
| Date of next meeting: | |

MONITORING AND EVALUATION

It is necessary that supervisors’ ongoing supervision arrangements include regular opportunities to talk about the supervision they offer. Regular monitoring and evaluation of supervision practice is the responsibility of the senior leadership team, to ensure impact and alignment with development priorities and compliance with Greenleas’ safeguarding policy.



Staff Supervision Agreement

We agree that supervision will be given and received in accordance with the *Greenleas* supervision policy which includes more details of the supervision process.

This supervision agreement is between _____
(insert name of supervisor)

and _____
(insert name of supervisee(s))

and outlines what each of us can expect from the supervision process and what our responsibilities are.

- We will arrange supervisions on a half-termly basis and neither of us will cancel these unless there is an urgent reason to do so.
- Supervisions will start promptly and will finish when we have had time to discuss all issues.
- We will treat our conversations with respect for each other's views and we should feel free to express personal views and opinions without prejudice.
- We will hold supervisions in a quiet area where other people cannot overhear us. We will keep the contents of supervisions confidential, although some issues may need to be referred to the supervisor's Line Manager or other agencies if necessary (e.g. Social Care).
- We will keep a written record of each supervision meeting which everyone shall sign and receive a copy.
- We will both complete any actions agreed at supervision within the agreed timescale. At our next supervision, we will review the notes of the previous supervision to ensure that all actions have been carried out.

Signed: _____ Signed: _____
(supervisor signature) *(supervisee(s) signature)*

Date: _____ Date: _____



Supervision Meeting Record

| | |
|--|--|
| Name of Supervisor: | |
| Name of Supervisee(s): | |
| Date: | |
| <u>Discussion to include:</u> | |
| Welcome: | |
| Main responsibilities: | |
| Relationships: | |
| Overall provision: | |
| Continued professional Development: | |
| Meetings: | |
| Health, welfare and safety: | |
| Ending: | |
| Date of next meeting: | |

