

Reviewed: September 2026

Next Review: September 2027

### **Supervision Policy**

*‘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.’*

(Statutory framework for the Early Years Foundation Stage 3.19)

Supervision is an opportunity for EYFS staff to meet with the Head of Little Prep (Natalie Secker) and the Head of Lower Prep (Charlotte Burns) at regular intervals. At these meetings staff will be provided with support and as a result will be empowered to feel equipped and happy to fulfil their job effectively. The meeting will foster a culture of open discussion where staff have the time to discuss any concerns, worries and constraints within their role and the setting as a whole. The key elements of supervision are coaching, training and personal development and there will be a focus on children and their well being.

Not all supervision will be planned. Spontaneous supervision will occur in the event of concerns or safeguarding issues arising. There will be an ‘open door’ approach to supervision.

Supervision meetings will occur at least once a term. They will be one-to-one meeting to meet organisational, professional and personal objectives. They will include current feelings and well-being, concerns or constraints and review notes from the last supervision meeting. Annual targets from appraisals will be discussed and reviewed at supervision meetings and changed and adapted as necessary.

#### **The purpose of supervision meetings are to:**

- find out more about staff as individuals and enable them to see how the EYFS department and school is developing and the contribution they can make
- review practice and manage performance and capabilities
- reiterate the expectations at Weston Green and to make sure that the children and their families receive the highest quality care and provision
- to improve communication and share responsibility
- assist staff retention
- maximise safeguarding of children

- provide an opportunity for staff to look at their role and responsibilities, where they are now and where they would like to go. This could include training opportunities
- allow staff to reflect on, analyse and evaluate their own practice
- support the setting of personal goals and a chance to review, change or adapt recent or past actions
- promote confidence and safe working practices
- provide an opportunity to agree actions for both parties
- allow disagreements to be recorded and solutions explored at the earliest opportunity
- allow time to listen each other
- value, motivate and empower staff in their work and ongoing commitment
- get staff involved in decision making and problem solving
- potentially reduce stress and explore staff feelings
- support staff to manage work effectively
- discuss any issues including health and safety, safeguarding and workload
- allow implementation of Coaching and Delegation.

A record will be kept of all supervision meetings in order to keep track of agreed discussions and actions. The record will provide a starting point for the next meeting and will review where staff are with any goals or actions. These records will link with staff appraisals, management of performance and overall training and development plans. There will be a written record of any concerns, issues or disagreements that have arisen. The records will be stored in a locked filing cabinet in the EYFS office. The records will remain confidential between the staff member and the **Deputy Headteacher & Head of Pastoral Care**, unless a disciplinary procedure or safeguarding issue arises or there is a complaint made against the school.