

MANOR HOUSE SCHOOL EYFS STAFF SUPERVISION POLICY

Date of Issue: **February 2019**
Date of Review: **February 2021**
Responsibility: **Head of Early Years**

References:

KCSIE 2018
Early Years Framework

Aim

Supervision is a formal and recorded process through which the professional actions of staff are examined and reviewed. It provides a recorded system of decision-making that is audited to improve practice and to improve the service that is provided to children and parents.

Alongside Performance Management targets, it acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

- discuss any issues – particularly concerning children’s development and well-being
- identify solutions to address issues as they arise
- receive coaching to improve their personal effectiveness

At Manor House School, practitioners who work directly with children and families are supervised by the Head of Early Years or Head of Prep School, where appropriate.

Meetings

Supervision meetings are held once a term. Supervision meetings are conducted in line with existing procedures and are held in a confidential space suitable for the task.

The supervisor retains a copy of the supervision record form and a copy is provided to the supervisee. These files are kept in staff files. All supervision meetings must include discussions concerning the development and well-being of each of the supervisee's key children.

Where concerns are raised, the supervisor and supervisee must seek to identify solutions and identify further actions that need to be taken – these are recorded on the child's file and may include support from external agencies.

All aspects of supervision must ultimately focus on promoting the interests of children.

During supervision meetings, members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues.

Staff are also reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings relating to themselves which may affect their suitability to work with children that have occurred during their employment with the setting. Any new information is referred immediately to the HR department and The Head of Prep School.

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Position, Head of Early Years

Reviewed and Updated: