



## Supervision Policy

**Introduction:** 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.

**Definition of Supervision:** Supervision is not appraisal. Appraisal is 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.

**Responsibility for Supervision:** Supervision is a regular one to one meeting/discussion between management and members of the team.

- The purpose is to:
  - enable key persons to immediately share information and even the slightest concern with a line manager.
- 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.

It is important to keep a record of supervision meetings. The record enables managers 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 and the line manager.

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.

If there is a safeguarding concern at any given time, this should be discussed and planned for immediately, sharing concerns with the designated safeguarding lead on a cause for concern form.

**This policy was reviewed on: 15.08.23**

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