

# Stubbins Primary School

## Policy for EYFS Staff Supervision



At Stubbins School, children are at the centre of everything we do. We aim to give our children the best possible opportunities and learning experiences, enabling them to reach their full potential. We aim to ensure that the children in our care are equipped for life-long learning as responsible citizens in an ever-changing, diverse local and world-wide community. **We believe that everyone has the capacity to become great if they have the courage to challenge themselves. By nurturing creativity, enjoyment & ambition; this policy supports our responsibility to make this happen.**

### Introduction

The introduction of supervision meetings into the early year's field is a consequence of the recommendations contained in the serious case review into Little Ted's Nursery in Plymouth in 2010. Recommendations for supervision of staff were picked up in the Tickell Review of the EYFS. (Tickell, C. The Early Years: Foundations for life, health and learning)

Supervision is primarily a tool to support the management of practice. Where successful, it should provide practitioners with a route through which to raise any professional queries, to discuss career progression, to clarify roles, responsibilities and work tasks, to support performance management and to build their confidence in supporting children's development.

It should also be an opportunity for practitioners to raise any concerns that they might have about children in their care, and to receive support to help them deal with difficult or challenging situations at work.

### Statutory Framework

In accordance with the revised Statutory Framework for the Early Years Foundation Stage 2012 staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare Requirements, clauses 3.19 and 3.20 as follows:

**3.19** 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.

**3.20** 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

Statutory Framework for the Early Years Foundation Stage 2012

Supervision meetings will be arranged weekly. This is because:

- a) We want to pick up any issues with children quickly,
- b) We want to address any staffing concerns as they arise.

### 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 supervisee to contribute to the meeting

- an appropriate place will be selected for the meeting that is as free from interruptions as possible.
- all the areas included within the supervision policy will be covered.
- the meeting will be recorded accurately and a copy will be provided for the supervisee.

### **Key messages for supervisees**

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 other development activities as agreed with their supervisor
- read and agree the notes from the meeting and carry out any required actions.

### **Suitability to work with Children**

Supervision meetings 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. Disqualification from working with children includes living in a household with a person that is disqualified. Significant information will be referred immediately to the headteacher.

### **Completing the written record of the supervisory meeting**

Every supervisory meeting will result in an agreed written record of what has been discussed and what actions should be taken next.

The record will include any concerns raised, points for action with timescales and identified responsibilities, and should be signed and retained for future reference. **(see Appendix A)**

*Alison McNulty*

October 2017

Proposed Review: October 2020

## Appendix A

### EYFS Supervision Meeting Plan

Name of member of staff: \_\_\_\_\_

Concerns about children.		
Concern	Action to be taken	By whom?

Concerns about the member of staff.		
Concern	Action to be taken	By whom?

Any other issues.		
Concern	Action to be taken	By whom?

Foci for the coming week.		

Signed: \_\_\_\_\_ (Supervisor) \_\_\_\_\_ (Supervisee)