



## Early Years Foundation Stage

### Staff Supervision Policy

Supervision is a regular, planned, accountable two-way process which should offer support and develop the knowledge, skills and values of an individual, group or team. Its purpose is to monitor the progress of professional practice and to help staff to improve the quality of the work they do, thus improving outcomes for children as well as achieving agreed objectives in line with the school appraisal system. Supervision also provides an opportunity to discuss sensitive issues including the safeguarding of children and any concerns raised about an individual or colleague's practice, although this can be discussed at anytime if necessary.

**The aim of supervision is to allow staff and their supervisors to:**

- Discuss and challenge concerns, issues or difficulties.
- Identify solutions to address concerns and issues;
- Be coached in tackling issues as they arise and plan future action;
- Review work and workload;
- Explore feelings and emotional impact;
- Develop practice and competencies, including training needs;
- Explore the understanding of setting policy, philosophy and practice;
- Ensure every child's safety and wellbeing;
- To maintain an accurate and agreed record of professional progress.

**The rights and responsibilities of a supervisee:**

- To receive effective and sensitive supervision;
- To be treated in an anti-discriminatory manner;
- To have their feelings and opinions recognised;
- To raise issues of concern about their own practice and that of their colleagues;
- To learn from mistakes and seek advice if they are unsure;
- To be listened to and receive appropriate professional support;
- To be briefed about changes;
- To commit to regular supervision and understand its value.

## Structure and frequency of supervision

Supervision sessions will typically;

- Take place termly.
- Last no longer than 1 hour.
- Be uninterrupted, unless by prior agreement.
- Be held in a mutually agreed setting, which is quiet and ensures privacy.
- Be booked in advance and then given priority over commitments whenever possible. If a supervision date has to be altered by either party, a new date and time should be fixed straight away.
- Follow the agenda set out on the supervision record sheet. In addition to standing items, specific topics may be added at the start of each session by either the supervisor or supervisee.

Any issues arising from supervision meetings will be directed to the appropriate member of staff ensuring appropriate confidentiality and any general issues will be discussed with the Head Teacher or at Senior Leadership Team meetings to ensure appropriate action is taken.

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