



Farnborough Road Infant School

EYFS Supervision Policy

'Learning, Caring and Achieving Together'

Introduction

In accordance with the revised Statutory Framework for the Early Years Foundation Stage 2017 staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare requirements Clauses 3.19 and 3.20.

Purpose of supervision meetings

The EYFS introduces the concept of supervision as a way for staff to discuss issues including child protection concerns and identify solutions as well as to receive coaching to improve their personal effectiveness. Supervision should be an individual meeting between The EYFS Lead and each staff member, including teaching assistants

Supervision is a means to ensure staff are clear about what their job is, what the school wants them to do regarding concerns about particular children and to be supported in all aspects of their job. The meeting gives parties the opportunity to evaluate and review workloads and performance so that learning and development can take place and to identify performance shortfalls, encourage and motivate staff and initiate training, support and /or coaching.

Supervision does not replace staff appraisals.

Responsibility

The EYFS Lead and/or the Headteacher are responsible for ensuring that supervision meetings are conducted with every member of staff. The member of staff is responsible for ensuring that they meet the required standard for the job.

Process and Frequency

The frequency of meetings should be determined according to the needs of the families and the staff member supporting them. This is in addition to staff appraisal and other opportunities for staff training. Supervision is an essential part of the effective working relationship between a member of staff and a manager. The meetings are a two-way discussion between a member of staff and their manager and to be effective each person must take an equal responsibility for ensuring effective communication and cooperation and recognition of the value of supervision meetings for both parties.

What to cover at supervision meeting

The content of the supervision meeting will be to:

- ☐ identify any performance concerns and improvements required
- ☐ discuss any issues of concern about particular children and families
- ☐ identify appropriate support and guidance with regard to all aspects of work including support in
- ☐ dealing with particular children and families and their individual needs
- ☐ identify any training and development needs.

Supervision Standards

Staff should expect:

- ☐ To be given clear objectives and standards, appropriate deadlines and help in achieving their objectives.
- ☐ To be able to question how things are done and what is expected.
- ☐ To be given the opportunity and time to express any concerns.
- ☐ To be given appropriate support, and receive coaching where necessary.
- ☐ To be told when a piece of work has been done well.

The Manager should expect:

- ☐ To have their management responsibilities understood and respected by the staff they manage.

- ☐ That once objectives are set the member of staff will produce work to an agreed standard.
- ☐ That staff will demonstrate a willingness to strive for continuous improvements.
- ☐ That staff will be open, honest and non-defensive when their work is being discussed.

Recording supervision meetings

The supervision meeting will be recorded by the manager within 5 working days.

Both parties will sign the record and agree the date for the next supervision meeting.

A copy of the supervision record will be given to the member of staff

To ensure that the confidentiality and identity of individual children is maintained within the supervision record, no names of the children discussed will be used.

This policy will be reviewed regularly.

March 2025

Signed: _____ **Date** _____ **Headteacher**

Signed _____ **Date** _____ **Chair of Governors**