

Policy Owner	Jennifer Butcher
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St Aubyn's School Staff Supervision in EYFS Policy

Supervision is a formal and recorded process through which the professional actions of staff are examined and regularly 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.

Supervision 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; and
- receive coaching to improve their personal effectiveness

At St Aubyn's all practitioners who work directly with the children are supervised by their designated line manager.

Supervision meetings are held termly for each staff member.

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

All staff working within EYFS are appraised regularly as part of our performance management procedures.

The line manager keeps a record of concerns. The supervision file is stored securely at all times.

All supervision meetings include discussions concerning the development and well-being of each of the supervisee's key children.

Where concerns are raised we 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 reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings relating to themselves (or anyone in their household) 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 Business Manager.