



# Hulme Hall Pre-School

## Staff Supervision Policy

### **Introduction**

In accordance with the Statutory Framework for the Early Years Foundation Stage staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare Requirements:

Clauses 3.27 and 3.28 as follows:

3.27 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.

3.28 Supervision should provide opportunities for staff to:

- Discuss any issues – particularly concerning children’s development or well-being, including child protection concerns.
- Identify solutions to address issues as they arise.
- Receive coaching to improve their personal effectiveness.

Statutory Framework for the Early Years Foundation Stage 2025

### **Purpose of supervision meetings**

Supervision is a means to ensure staff are clear about what their job is, what the EYFS wants them to do, to raise safeguarding concerns about children and to be supported to do their job well. The meeting gives parties the opportunity to evaluate and review workloads and performance so that learning and development can take place, to identify performance shortfalls, encourage and motivate staff, initiate training and support coaching. Supervision does not replace the annual staff appraisals.

### **Responsibility**

The Head of Pre-school and room leaders are responsible for ensuring that regular 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**

Supervision is an essential part of the effective working relationship between a member of staff and a line manager. The meetings are a two-way discussion between a member of staff and their line manager. To be effective each person must take an equal responsibility for ensuring

effective communication and co-operation and recognition of the value of supervision meetings for both parties. All staff must be provided with a regular supervision (1-1) meeting with their line manager at least once every term which is booked in advance at an agreed time. There must be a written record of the meeting using the attached Supervision Record Form.

### **What to cover at supervision meeting**

The content of the supervision meeting will be to:

- discuss and agree targets/tasks and objectives which need to be carried out
- record progress on these targets/tasks
- set timescales and deadlines for carrying out the tasks
- discuss work load and any other sensitive issues
- discuss team work and relationships
- identify any performance concerns and improvements required
- discuss any issues of concern about children and families
- identify appropriate support and guidance about all aspects of work including support in dealing with particular children 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 be express any concerns.
- To be given appropriate support, and receive coaching where necessary.
- To be told in a constructive way if their work is poor, incompetent or unacceptable and to have a strategy for improvements discussed and agreed.
- To be told when a piece of work has been done well.

Line Manager should expect:

- To have their management responsibilities understood and respected by the staff they manage.
- That once targets and/or 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.
  - To be able to withdraw the member of staff from a particular piece of work, or to terminate that piece of work if there are reasons for doing so and this will be communicated to the member of staff.

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**Recording supervision meetings**

The supervision meeting will be recorded on the attached Supervision Record Form and should be completed by the line manager within 5 working days. Both parties will sign the record and agree the date for the next supervision meeting. 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 only initials.

A copy of the supervision record will be given to the member of staff and Head of Pre-School.

Review Date: September 2025