

KING EDWARD'S PRE-PREP SCHOOL POLICY DOCUMENT

Title: EYFS Supervision Policy

Policy Category Academic/Pastoral

Current Author HB/DB

Last Approved/Updated March 2021

Frequency of Review Two Years

Date of Next Review September 2022

Application Pre-Prep

Staff Responsibility Head & PPMT

Aims

King Edward's Pre-Prep and Nursery is committed to ensuring that every member of staff receives effective supervision on a regular basis. The purpose of this policy is to promote a consistent approach to staff supervision throughout the Early Years Foundation Stage.

High quality performance management is one of the most important elements in ensuring positive outcomes for children and their carers. It also has a crucial role to play in the development, retention and motivation of the early years and childcare workforce. As such, supervision is now a Statutory Welfare Requirement of the Early Years Foundation Stage.

Supervision meetings are a two-way discussion between a staff member and the line manager. For these meetings to be effective, each person must take equal responsibility, for ensuring effective communication and co-operation, and recognition of the value of supervision.

Frequency and Duration

Covid update: Supervision meetings will take place via a Teams call. If preferred the supervisee can fill in a supervision form and email it to the line manager, discussion about issues can take place if necessary.

Staff will have a supervision meeting every term.

However, if both parties deem it necessary to arrange more frequent supervision meetings – this can be arranged but will need to be agreed with their line manager.

Supervision meetings should last no longer than half an hour, with any extension by mutual agreement.

Responsibilities and Framework for Discussion

The Early Years Leader and the Head of Nursery have responsibility for supporting staff development effectively, ensuring they receive regular quality supervision as stated above, clearly stating and agreeing expected work standards and ensuring training and development opportunities are identified, facilitated, and evaluated.

A supervision meeting is a time where staff can raise any concerns, including those in relation to children's development or well-being, and solutions will be sought to address any issues raised. It will ensure that staff are clear about what their job involves, the expectations of the School, and for staff to be supported to do their job well. It will monitor ongoing professional development that has been discussed at Performance Management meetings, and if necessary, support will be offered through in-house training and support or going on external courses.

The supervisor will take notes throughout the supervision meeting using the School's supervision meeting form. This will then be kept as an electronic document in the Supervisor's private area. A copy will be emailed to the Supervisee, and a copy printed off and signed by both parties and held in the office. Together an action plan will be created. Supervisees are welcome to make their own notes. These will then be reviewed at the next supervision meeting.

Dates and times will be arranged in advance. The arrangement will be honoured unless changed by mutual agreement and a new arrangement will be made for the earliest time/date.

The supervisees can expect:

- to receive effective and sensitive supervision;
- to be treated in an anti-discriminatory manner;
- be listened to, their feelings and opinions recognised, and any issues addressed
- to be treated with respect
- to be briefed about changes;

and should feel able:

- to speak freely
- to acknowledge mistakes, to voice uncertainty, or to seek advice on what they are unsure about

Child Protection and Safeguarding

Supervision meetings also provide a time to discuss any concerns about an individual child's welfare, safety, and progress. This may lead to the need to consult further policies including:

- Child protection
- Safeguarding
- Special Educational Needs

These discussions and issues will need to be passed onto the Senior Management Team at the earliest possible convenience. **Supervisees are also required to declare, to the best of their knowledge, that both they and anyone in their household are not subject to disqualification from working in the setting according to the Disqualification under the Childcare Act.**

Confidentiality

Although this is a confidential document, it is also an organisational document which does not belong solely to the supervisor and supervisee. As such, the supervision record is neither secret nor private. However, only under certain circumstances can others access these documents:

- Grievance;
- Discipline;
- Internal/external inquiry;
- Complaints

Policy Review

This policy will be reviewed by the Early Years Leader every two years or more frequently if necessary.