

STAFF SUPERVISION IN THE EARLY YEARS

Supervision is a formal and recorded process through which the professional actions of staff are discussed and regularly reviewed. It provides a recorded system that is audited to improve practice and to improve the provision for children and parents.

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.

At Channing School, all practitioners who work directly with EYFS children and families are supervised by their designated line manager, the Head of Early Years and Key Stage 1.

Effective supervision is in place for staff who have contact with children and families.

Supervision enables staff to discuss issues and identify solutions as well as receive coaching to improve their personal effectiveness. Supervision is an individual meeting between a manager and each staff member, including teaching assistants, in order to support their role as key persons working with children and their families. The frequency of meetings is determined according to the needs of the families and the staff member supporting them. This is in addition to regular staff appraisals and other opportunities for staff training.

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

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

Where concerns are raised, the supervisor and supervisee must 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.

During supervision meetings 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 Head of the Junior School.

Monitoring, Evaluation and Review

The Head of Early Years and Key Stage 1 and Head of the Junior School will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

(August 2021)