



Supervision of Staff within EYFS

In the EYFS at Rossall we implement a system of supervision for all of our staff following their induction and probation period. Supervision is part of the nursery's overall performance management system and promotes a culture of mutual support, teamwork and continuous improvement. It encourages the confidential discussion of sensitive issues including the opportunity for staff and their managers 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
- Develop their own skills in order to progress in their role
- Discuss any concerns relating to changes in personal circumstances that might affect an individual's ability/suitability to work with children.

The frequency of supervision meetings is according to individual needs but a minimum timescale for supervisions is once a term. Supervision may be increased for members of the team as and when needed, i.e. if they have particular concerns about a child or if they are going through personal circumstances at home, for new starters or staff returning after long-term illness.

A template agenda is used in all meetings to ensure consistency across the nursery.

In the supervision agenda there should always be something that a member of staff can discuss, e.g. their key children's development, strengths or concerns, training needs and targets and outcomes from last supervision. Staff are also asked to identify aspects of their jobs they have enjoyed or done well since the last supervision and one thing they have least enjoyed/requires further improvement.

It is the responsibility of the manager to plan time to ensure that all staff have supervisions. At Rossall Nursery:

- Practitioner supervisions are carried out by the room leaders.
- Room leader supervisions are carried out by the Manager and/or Deputy Manager.
- Deputy Manager's supervision is carried out by the EYFS lead.
- The Manager's supervision is carried out by the EYFS lead.

If for any reason a supervision is cancelled a new date will be rearranged within 7 days.

Supervision meetings also offer regular opportunities for members of staff to raise any changes in their personal circumstances that may affect their suitability to work with children. This should include any incidents resulting in a reprimand, caution or prosecution by the police, any court orders or changes to their health. These changes are recorded as a declaration on the individual member of staff's supervision form and appropriate action is taken, where applicable, in line with the safeguarding/child protection and disciplinary procedure.

Staff have a responsibility to ensure that they are available for supervision meetings, the necessary paperwork is completed during the supervision and recorded on the Nursery drive in each individual staff member's folder. Information shared in supervision sessions is confidential. The supervision process will be evaluated once/twice a year through staff feedback and is used as part of the overall performance monitoring system at the nursery.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>Lent Term 2023</i>	<i>Ashleigh Collins, Alex Simpson</i>	<i>Lent Term 2024</i>