



Gosfield School

Staff Supervision in the EYFS Policy

The Statutory Framework for the Early Years Foundation Stage (EYFS) 2026 requires that Early Years practitioners are engaged in a cycle of supervision. Effective supervision must be in place for all staff who have contact with children and families.

The aim of this policy is to provide a framework for the 1:1 supervision of any staff working for Gosfield Nursery and Prep School, who are in direct contact with children in the Early Years Foundation Stage.

All aspects of supervision ultimately focus on promoting the interests of children.

Promoting a safeguarding culture in the setting

Supervision will support and strengthen the safeguarding culture we are committed to at Gosfield School.

Supervision will promote and model the following indicators of a safe setting:

- Staff are respectful to all employees and pupils.
- Staff are open about discussing good and poor practice.
- Blame only occurs in extreme circumstances.
- Leaders model the appropriate behaviour.
- Staff are knowledgeable about the vulnerability of the pupils that they look after.
- Staff are aware that abusers may already be in the employment of the organisation.
- Pupils are listened to.
- Staff are empowered to challenge poor practice.
- Parents are encouraged to be involved in planning their child's care and are welcomed into the setting.
- Whistle-blowing procedures are in place and staff know how to use them.

Definition of supervision

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 and parents.

Aims of supervision

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.
- Raise any concerns.
- Identify solutions to address issues as they arise.
- Receive coaching to improve their personal effectiveness.

Functions of supervision

The five main functions of supervision are:

- Management (competent, accountable performance).
- Learning and development (continuing professional development).
- Support (health and wellbeing).
- Mediating (engaging the individual with the organisation).
- Safeguarding (suitability and awareness).

These five functions are interdependent, and one function cannot be effectively performed without the others.

Management

This function is to ensure that the work for which the supervisee may be held accountable is carried out to a satisfactory standard. The management function will be achieved through the discussion of:

- The overall quality of the supervisee's performance, work output and outcomes.
- The policies and procedures relating to their work, and that these are understood and followed.
- The roles and responsibilities of the supervisee, and that these are clearly understood, including the boundaries and limits of their role.
- The development and monitoring of action plans, targets and objectives.
- Monitoring the supervisee's workload.

Learning and Development

This function is to encourage and assist staff in reflecting on their own performance, identifying their own learning and development needs and developing plans or identifying opportunities to address those needs. The learning and development function will be achieved through:

- Helping supervisees identify their preferred learning style and barriers to learning.
- Assessing development needs and identifying learning opportunities.
- Giving and receiving constructive feedback on performance.
- Encouraging the supervisee to reflect on learning opportunities undertaken and applying that learning in the workplace.

Support

This function is to provide support for staff to carry out their role. The nature of the work as well as the effect of situations, incidents or personal issues may have an emotional impact on the staff member. By offering support

within the supervision context, supervisees should be given the opportunity to reflect on the impact of the work upon them and prevent issues adversely affecting them and their work. This will be achieved through:

- Creating a safe environment within supervision where trust and confidentiality are maintained.
- Clarifying the boundaries between support and counselling in the supervisory relationship.
- Enabling and empowering expression of feelings in relation to the work role.
- Monitoring the health of the supervisee.
- Discussing any medical changes or regular medication.

Mediation

This function is to ensure that the relationship between the supervisee, their team, the organisation and other agencies with whom they work are effective. This will be achieved through:

- Briefing the senior leadership team about key issues raised by staff.
- Dealing sensitively but clearly with concerns and complaints about colleagues and others with whom they work.
- Consulting and briefing staff on changes and developments that affect their area of work.

Safeguarding

This function is to ensure that all staff looking after children are suitable to fulfil the requirement of their roles. This will be achieved through:

- Consulting with staff to ascertain their continued suitability to work with children in relation to any convictions, cautions, court order, reprimands or warnings.
- Ensuring all staff hold current DBS certificates.
- Discussion with staff in relation to the effects of social media.
- Consulting and briefing staff on current legislation and policy in relation to the Prevent duty.

Supervision methods

This policy is concerned primarily with 1:1 supervision that takes place in private at a pre-arranged time with an agreed agenda and preparation on behalf of both parties. It is recognised, however, that supervision is an on-going process that takes place in other ways, such as group supervision or unplanned 'ad-hoc' supervision. These have a place but should not replace planned, formal, recorded, one-to-one sessions.

At Gosfield School, all practitioners who work directly with children and families are supervised by their designated line manager.

Individual supervision meetings are compulsory and held formally each term for each staff member.

Supervision meetings are held in a confidential space suitable for the task.

Supervision records

Supervision agreements are drawn up for all staff.

The content of each supervision meeting is recorded on the supervision meeting record form.

A copy of the supervision record form is retained by the Head of Prep, and a copy is provided to the supervisee.

All supervision records are maintained as hard copies. This is to both safeguard the supervisor and the supervisee in the case of investigations (disciplinary or complaints investigation) and to ensure that records are not altered in any way.

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

Where concerns are raised, the supervisor and supervisee will seek to identify solutions and identify further actions that need to be taken – these are recorded on the child's electronic file and may include support from external agencies.

During supervision meetings, members of staff can 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 Principal.**

The records are signed and dated by both parties.

Confidentiality and Access

Supervision is a private but not a confidential process. This means that the records are the property of Gosfield School, not the individual. From time-to-time, supervisors will need to discuss the content of supervision sessions with others, for examples, with their own line manager and this should always be with the knowledge of the supervisee.

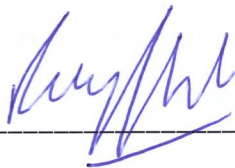
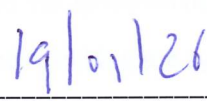
Access to supervision records should be controlled and all records should be stored securely, so that others who do not have a legitimate right to see the records cannot access them. Supervisees should be aware, however, that other than themselves and their supervisor others will, from time-to-time access records. This might include the senior leadership team or inspectors.

Storage and retention

The Head of EYFS and Head of Prep have a supervision file which holds a copy of the supervision agreements and the supervision record forms. The supervision files are always stored securely. When a supervisee leaves Gosfield School, the records will be retained.

Complaints

Supervisees should always discuss any complaints or dissatisfaction in the first instance with their line manager and endeavour to reach an agreement within the normal supervision process. If the complaint cannot be resolved by discussion with the supervisor, the supervisee should raise the issue with their supervisor's manager.

Principal's Signature:  Date: 

Date of next review: January 2027



Gosfield School EYFS Staff Supervision Agreement

We agree that supervision will be given and received in accordance with the Gosfield School supervision policy which includes more details of the supervision process.

This supervision agreement is between _____

(Supervisor)

and _____

(Supervisee)

and outlines what each of us can expect from the supervision process and what our responsibilities are.

- We will arrange supervisions on a termly basis and neither of us will cancel these unless there is an urgent reason to do so.
- Supervisions will start promptly and will finish after an hour or when we have had time to discuss all issues.
- We will treat our conversations with respect for each other's views. Both of us should feel free to express personal views and opinions without prejudice.
- We will hold supervisions in a quiet area where other people cannot overhear us. We will keep the contents of supervisions confidential, although some issues may need to be referred to the supervisor's Line Manager or other agencies if necessary (e.g., Social Care).
- We will keep a written record of each supervision meeting which we shall both sign and each of us shall have a copy.
- We will both complete any actions agreed at supervision within the agreed timescale. At our next supervision, we will review the notes of the previous supervision to ensure that all actions have been carried out.

Signed: _____

(Supervisor signature)

Signed: _____

(Supervisee signature)

Date: _____

Date: _____



Gosfield School EYFS Supervision Meeting Record

Staff Member name:	
Line Manager name:	
Date of meeting:	
Review of previous supervision meeting	
Record of discussion	
Management Discuss roles and responsibilities Look at job description <ul style="list-style-type: none"> Key Worker role (concerns re. individual children e.g. child development/pastoral issues) Planning (meeting needs of individual children) Tapestry/Next Steps/Reports Supporting families Time Management Absences Discuss policies and procedures	
Continuous Professional Development Discuss skills and knowledge required to perform role Identify training needs	
Support Health and well-being Discuss workload and support in the workplace Identify any support that may be required.	
Mediation Working relationships Working with other agencies Working with parents	
Other issues raised	

	Signature.....Date.....
--	-------------------------

Training and development needs identified	Actions e.g. external courses, internal training, coaching	Due by

Actions for Manager	Actions/Notes	Due by

I confirm that I have no disclosures to make and there have been no changes to my personal circumstances that may affect my suitability to work with children.	
Signed by staff member	
Date	
Signed by Manager	
Date	

EYFS Staff Supervision - Guidance notes for supervisors

Being a supervisor is a significant responsibility and one that needs to be taken seriously. Your setting and the individuals you supervise expect you to provide supervision that is:

- Based on a written agreement or contract.
- Planned well in advance and only changed in exceptional circumstances.
- Well-structured, allowing both you and the individual to contribute to the agenda
- Provided in an appropriate location and free of interruptions.
- Inclusive of all the functions outlined in the ISI Handbook for the Inspection of Schools.
- Properly and promptly recorded, with notes copied to the individual.
- Based on the Early Years Foundation Stage (Statutory Framework for the Early Years Foundation Stage, Department for Education 2024. It should consider the supervisor's contribution to the setting's learning environment, consider each child's individual needs and enable the supervisee to evidence their own professional skill and expertise.

Preparation

- Have you made appropriate arrangements for the meeting e.g., quiet location, adequate time and no interruptions?
- Have you planned the meeting schedules in advance?
- Have you made sure you have the correct format for recording the meeting?
- Have all supervisees contributed to the content of their supervision agreements?
- Have you got a copy of the last notes of meeting?

Conducting the supervision meeting

- Is the supervision meeting structured to be child focussed?
- Will the supervision meeting provide opportunities to discuss pastoral issues such as workload, annual leave, work concerns?
- Are you using the agreed recording format to record the notes of the meeting?

Ending the discussion

- Do all supervision notes indicate the actions that have been agreed?
- Have any training or development needs been identified?
- Are clear timescales agreed?
- Has the date of the next supervision meeting been agreed?
- Have you signed the notes?
- Have you given a copy to the supervisee?
- Supervisors should keep a copy of all notes of supervision meetings securely

EYFS Staff Supervision - Guidance notes for supervisees

Supervision is an important right and benefit for all those working at Gosfield School Nursery or Reception class. It is the main way in which the school monitors and reviews your work but also ensures you are properly supported and continue to develop your skills. It is therefore important that you are fully involved and make the most of the opportunities that supervision offers.

You should:

- Prepare for each supervision meeting by reviewing notes from the previous meeting and thinking about the things you want to raise and discuss.
- Be ready to share your thoughts and ideas in the meeting.
- Be open about what has gone well and what you have found difficult.
- Be ready to plan and undertake training and other development activities as agreed with your supervisor.
- Check and read the notes of your meetings and make sure you follow through and complete any actions as agreed.

Preparation

- Do you know the date and time of the supervision meeting in advance?
- Have you made provision to be able to attend this meeting?
- Have you confirmed you will be attending the meeting as arranged?
- Are your key children development notes up to date?
- Have you got any other information you can bring to the meeting such as training or meetings that you have attended?
- Have you got a copy of your last supervision notes?

During the supervision meeting

- Be open about any areas of difficulty.
- Ensure the discussion is recorded by your supervisor using the agreed format.

Ending the discussion

- Do all supervision notes indicate the actions that have been agreed?
- Have any training or development needs been identified?
- Are clear timescales agreed?
- Has the date of the next supervision meeting been agreed?
- Have you signed the supervision notes?
- Have you got a copy of the notes?

