



Staff Supervision Policy for Early Years at Skippers Hill Manor Preparatory School

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.

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
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness

At Skippers Hill all practitioners who work directly with children and families in Nursery, Kindergarten and Reception are supervised by a member of SLT.

Supervision meetings are held termly for each staff member.

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

Supervision agreements are drawn up for all staff.

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

Each member of staff has a supervision file which holds a copy of the supervision agreement and their supervision record form. The supervision file is stored securely at all times.

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.

The limits to confidentiality in supervision are:

1. Behaviour that brings the School in disrepute
2. Harm to self or others
3. Illegal Activity
4. Activities that have Safeguarding/Child Protection Concerns
5. Activities that could lead to disciplinary procedures

Adoption and annual review of the policy

This policy was adopted at a meeting of Skippers Hill Manor Preparatory School Senior Leadership Team held on 23/9/22

Signed on behalf of Skippers Hill Manor Preparatory School:

Loraine Pincott, Head of Early Years

This policy was reviewed on: 23/9/22

Next review - July 2023