



## EYFS Supervision Policy

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## 1. Purpose and Aims

The aim of this policy is to provide a framework for the professional supervision of all Staff working at Hampstead Hill School. The principal aim is to ensure that it meets the needs of the School, the Staff and their supervisors regardless of the area in which they work and sets out the procedures for supervision. HHS must put appropriate arrangements in place for the supervision of Staff who have contact with children and families. Effective supervision provides support and training for Staff and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#).

## 2. Structure of Supervision within the Performance Management Framework

- Supervision – planned, regular one to one meeting between the supervisor (line manager) and the supervisee in order to meet organisational, professional and personal objectives
- Group Supervision - a meeting between one of the supervisors and the team in order to meet organisational, professional and personal objectives
- Performance Management Meeting - an annual meeting (reviewed six monthly), the aim of which being the review of objectives set the previous year, to set measurable objectives that drive individual and whole School performance
- Targeted Improvement - this impromptu process forms part of the appraisal process and aims to encourage the line manager and supervisee to identify and evaluate practise to date.

## 3. Principles of Supervision

Supervision is a regular, planned, accountable process, which must provide a supportive environment for reflecting on practice and making well-informed decisions using professional judgement and discretion. Supervision should enable Staff to:

- Be accountable for their practice and uphold professional standards; build purposeful, professional relationships and communicate effectively
- Make sound professional judgements based on good practice and seek advice from line manager
- Proactively contributing to the organisational structure of the School to ensure consistency for Staff and pupils
- Reflect on, analyse and evaluate their practice and seek support to manage the emotional impact of their work e.g. in relation to child protection, SEN, Staffing, CPD
- Share, debrief and identify any further required resources to address stressful situations or those that cause them concern
- Challenge constructively in the interests of pupils, families, Staff and other professionals who are in contact with the pupils in the care of HHS
- Develop the knowledge, skills and values required for their own role, professional development and as part of the wider School structure
- Contribute to research and use knowledge and experience to explore new ways of working
- Ensure peer and management review of professional decisions and to encourage mutual learning and development
- Communicate with their line manager on issues that are identified in the School in relation to policies, procedures, organisational factors and pupils' wellbeing and development
- Adhering to Whistleblowing Policy if concerns arise around a member of Staff
- Manage realistic workloads and discuss proactive ways of targeting this if levels increase

## 4. Supervision for Staff Contact with Pupils and Families

Effective supervision will be in place for Staff who have contact with pupils and families. This includes opportunities to discuss concerns at Staff meetings, performance management meetings and observations. This will enable Staff to discuss potential issues and identify solutions and provide coaching and support to improve personal effectiveness.

Staff members have half-termly opportunities for individual meetings between their line manager in order to support their role as a Key Person working with pupils and families. Supervision meetings provide opportunities for Staff to:

- Discuss any issues – particularly concerning a pupil’s development or wellbeing
  - Sharing pupil’s Tapestry profiles – see Assessment Policy
- Discuss any child protection concerns
- Identify solutions to address issues as they arise
- Receive coaching to improve their personal effectiveness

Line Managers use an EYFS Supervision Meeting document to minute the meetings.

Meetings may occur on a case-by-case basis according to the needs of the family and the Staff member supporting them. This is in addition to planned Staff appraisals, opportunities for Staff training, regular Staff meetings and observations.

Staff have the opportunity to share concerns or questions regularly with the Headteacher and also as part of Staff surveys and mid-year reviews. The Headteacher maintains an open-door policy which allows Staff to voice concerns or ask questions on a regular basis.

## 5. Supervision to Support Practice with Key Children

According to the EYFS Framework, each child must be assigned a key person. Their role is to help ensure that every child’s care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.

Effective supervision will ensure that practitioners are supported to make choices that are in the best interest of the pupils and their families, managed in accordance with HHS policies & procedures and that all decisions are fully recorded and where applicable added to a pupil’s records, learning progress and assessments. Where key decisions are reached through informal supervision, they should also be recorded. Supervision also aims to ensure best use of resources.

## 6. Methods of Supervision at HHS

At HHS we use a variety of methods for monitoring and evaluating Supervision and Performance Management

- Lesson observations
- Book looks
- Learning walks
- Staff surveys
- CPD
- Appraisal
- Mid-year review




Respect. Kindness. Community. Curiosity. Conservation.

- Staff meetings

## 7. Links with Other Policies and Documents

- Performance Management Policy
- Staff Capability Procedures
- EYFS Policy
- Assessment Policy

Last Review	January 2024
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