



Early Years Supervision Policy

Policy Information

Date of last review:	September 2024	Review period:	2 years
Date ratified by Local Governors:		Policy owner:	V. Callaghan

Reviews/revisions

Review date	Changes made	By whom
September 2026		

Princefield First School Induction and Supervision Policy

The daily experience of children in Early Years' settings and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities.

Princefield First School will ensure that all staff receive induction training to help them understand their roles and responsibilities.

(EYFS 3.20)

Staff Induction

Induction training for staff will include the following:

- Safeguarding and Child Protection;
- help in understanding roles and responsibilities;
- Information about Emergency Evacuation Procedures;
- information on Princefield Equality Policy;
- Health and Safety

(EYFS 3.20)

Supervisions

Princefield First School aims to support staff to undertake appropriate training and professional development to ensure they can continually improve the quality learning and development experiences they offer for all of our children.

We aim to support the physical and mental well-being of staff as part of the supervision process.

At Princefield we call our supervisions '**Early Years Development meetings**' to promote their use to develop our Early Years practise in order to raise standards for the children at Princefield.

The Early Years Foundation Stage (EYFS) Welfare Requirements, April 2017 states:

Supervision should provide opportunities for staff to:

- discuss any issues – particularly concerning children's development or well-being;
- identify solutions to address issues as they arise; and receive coaching to improve their personal effectiveness.

(EYFS 3.22)

An Early Years Development meeting is an individual meeting between Princefield Early Years Lead and each staff member, including teaching assistants, in order to support their role as key persons working with children and their families. At Princefield this will include individual meetings with any students undertaking a placement in our Early Years.

The supervision process is in addition to regular staff appraisals and other opportunities for staff training.

Early Years development meetings are a formal and recorded process through which the professional actions of staff are examined and regularly reviewed.

Early Years development aims to enhance and support individual practice, acting 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 Princefield each member of staff will have timetabled opportunity for Early Years Development time. This time will be used for developing staff's individual development, knowledge and skills and raising standards for all our Early Years Pupils.

A record of this time must be recorded by each member of staff and will be brought to the Early Years Development meeting and used as part of the discussion.

Our Early Years Development meetings enable our Early Years Lead and senior leadership to examine and reflect on the quality of practice at Princefield.

Our meetings promote good practice and safeguarding, placing the child at the centre.

Purpose of this Policy

1. To ensure that all staff working within Princefield Early Years provide a safe and effective service which meets the needs of children and their families, according to the EY requirements, as outlined in the Early Years Foundation Stage.

2. To ensure that all staff receive regular and constructive support, guidance and feedback in relation to their work.
3. To ensure all staff are given the opportunity to develop professionally in line with learning needs, highlighted as part of their personal development discussion and to address any issues raised.
4. Ensuring that decisions made are in the best interests of the children and meet national and local expectations, policies and procedures.

The Supervision Process

Supervision is primarily a 1:1 meeting between Princefield Early Years Lead and each member of staff. However, feedback and coaching to improve practise may also be carried out additionally through other mechanisms such as;

- team meetings
- informal supervision within teams and between peers and groups
- lesson/peer observations
- learning walks

The supervision process includes three main areas:

1. Line management

Effective line management will give direction, ensure quality, and will link individual practice to year group objectives. To achieve this, Early Years Lead and SLT must evaluate practice and provide feedback and guidance to each member of staff.

Early Years Lead and SLT should regularly discuss performance issues so that staff fully understand the requirements of their role and can determine how to improve their practice. Supervision must also always address any capability, disciplinary and grievance issues, with a view to resolving these at the earliest possible stage.

Early Years Lead must also have regard to their overall duty to support the welfare of their staff and to promote anti-discriminatory practice.

Early Years Meeting arrangements will vary to meet the needs of individuals and their responsibilities and will be agreed in advance and recorded using Princefield Record Form.

As part of Early Years Meetings, all staff will be required to disclose any convictions or changes to DBS that would affect their role.

2. Supervision to support practice with key children

Effective supervision will ensure that practitioners are supported to make choices that are in the best interest of the children and their families, managed in accordance with Princefield's Early Years policies & procedures and that all decisions are fully recorded and where applicable added to children's records, and assessments.

Early Years Meetings will further be used to highlight and action any safeguarding concerns.

3. Learning and Development

Early Years Meetings should support the continuing learning and development of staff to ensure they have the relevant skills, knowledge, understanding and attributes to fulfil their role and responsibilities.

Constructive feedback and observation of practice should be part of this learning process.

Through discussion, an individual's learning needs will be assessed and addressed.

Ensuring effective supervision

Early Years Development meetings will be clearly focused.

Princefield Early Years Lead and all staff must prepare for these discussions.

Early Years Development meetings will be held at least once per term, in addition to appraisal meetings.

When meetings are held less frequently the reasons for this should be recorded.

Meetings should take place in a comfortable, private place, without interruptions.

Princefield Early Years Lead should also make themselves available to offer advice and guidance

outside the formal meeting session.

Resolving Difficulties

When difficulties arise which cannot be resolved between the Early Years Lead and the member of staff, this will then be referred to the headteacher.

Recording and Reviewing

All matters discussed in the meetings will be recorded.

The only exception is where a member of staff wishes to discuss a personal matter and this should be recorded separately to the Early Years Development record form.

However if this discussion impacts on the member of staff's work performance or ability to do their job, this must be recorded on the Early Years meeting record form.

The form will be signed and dated by the Early Years Lead and member of staff and a copy given to each staff member.

A copy of the form will be kept in school in the office/headteacher's office.

Supervision records are also available to inspectors who may wish to review them as part of the inspection process. This may include OFSTED and Early Years Consultants.

Destruction of Supervision Records

When a member of staff leaves Princefield First School, Early Years Development Meeting records will be held by the employer for five years when they can be destroyed securely and confidentially.

The process and effectiveness of supervisions will be reviewed annually.

v.callaghan (EY Lead) October 2024