



Staff Supervision Policy

Statement of intent

Playhouse Pre-School is committed to providing effective supervision for all staff who work directly with children and families.

Supervision is a formal and recorded process that provides staff with regular opportunities to reflect on their practice, receive support, coaching and training, discuss concerns and identify areas for professional development. Effective supervision supports staff wellbeing, promotes continuous improvement and helps to ensure that the best interests of children remain at the centre of practice.

Supervision provides an opportunity for managers and staff to discuss the quality of practice, identify strengths and areas for development, and agree actions where improvements or additional support are required.

Supervision should provide opportunities for staff to:

- Discuss children's development, learning, health, safety and wellbeing.
- Discuss any safeguarding or child protection concerns.
- Reflect on their own practice and the impact of their work on children and families.
- Identify solutions to issues as they arise.
- Receive coaching, guidance and support to improve their practice.
- Receive constructive feedback on their performance.
- Discuss workload, wellbeing and any support they may require.
- Clarify roles, responsibilities and expectations.
- Identify training and professional development needs.
- Discuss career development and progression where appropriate.
- Review previously agreed actions and identify further actions where necessary.
- Record individual progress and professional development.
- Discuss any concerns about the conduct or practice of colleagues.
- Raise any concerns about the setting, management or working practices in a safe and appropriate way.

Supervision should foster a culture of mutual support, teamwork and continuous improvement and provide an appropriate environment for the confidential discussion of sensitive issues.

All aspects of supervision should ultimately support the safety, wellbeing, learning and development of the children attending Playhouse Pre-School.

Arrangements for supervision

All practitioners who work directly with children and families are supervised by a member of the Management Team.

Formal supervision meetings take place once each term for each member of staff.

Additional supervision may be arranged where required, including where:

- A member of staff has identified a concern or requires additional support.
- There are concerns about a member of staff's practice or performance.
- A safeguarding concern has arisen.
- A member of staff has returned following a significant period of absence.
- A staff member has taken on new responsibilities.

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- There are significant changes to a staff member's role or circumstances.
- Additional support, coaching or training is required.

Supervision meetings are held in a confidential and appropriate environment and are conducted in accordance with Playhouse Pre-School's policies and procedures.

A supervision agreement may be established with each member of staff to clarify expectations, confidentiality, responsibilities and arrangements for supervision.

Supervision records

A written record is made of each formal supervision meeting.

The record will include, where appropriate:

- Date of supervision.
- Matters discussed.
- Key areas of reflection.
- Concerns or issues raised.
- Training or support needs.
- Agreed actions.
- Timescales for completing actions.
- Any follow-up required.
- Progress against actions agreed at previous meetings.

Supervision records are confidential and are stored securely in accordance with the setting's Confidentiality and Data Protection Policy.

Names of children, parents, carers or other individuals should only be recorded where necessary. Where appropriate, initials or other identifiers may be used. However, records must remain sufficiently clear and accurate to ensure that safeguarding, welfare or professional concerns can be acted upon appropriately.

Confidentiality cannot be guaranteed where information indicates that a child or adult may be at risk of harm, where there is a safeguarding concern, where there is a concern about professional suitability or conduct, or where information is required to be shared by law or with an appropriate agency.

Children's development and wellbeing

Supervision provides an opportunity to discuss the development, learning, health and wellbeing of the children for whom the staff member has particular responsibility, including their key children.

Staff may discuss:

- Children's individual needs and interests.
- Progress and development.
- Relationships and emotional wellbeing.
- Behaviour and any concerns arising.
- Communication and language development.
- SEND or additional needs.
- Health, medical or dietary needs.
- Safeguarding concerns.
- Partnership working with parents and carers.
- Strategies or adaptations that may support individual children.

Where a concern is identified, the supervisor and staff member will agree appropriate actions. This may include consultation with the child's key person, SENCO/Inclusion Coordinator, DSL, parents/carers or relevant external professionals, in accordance with the appropriate policy and information-sharing requirements.

Where a safeguarding concern is identified, staff must follow the Safeguarding Children and Child Protection Policy immediately rather than waiting for the next supervision meeting.

Safeguarding and professional conduct

Supervision provides staff with an opportunity to raise concerns about:

- Their own practice.
- The practice or conduct of another member of staff.
- The treatment of children.
- Safeguarding procedures.
- Unsafe working practices.
- Professional boundaries.
- Bullying, harassment or inappropriate behaviour.
- Any matter that may affect children's safety or wellbeing.

Staff are reminded that they must report safeguarding concerns promptly and must not wait for a scheduled supervision meeting.

Concerns about colleagues must be reported in accordance with the Safeguarding Children and Child Protection Policy and, where appropriate, the Whistleblowing Procedure.

Staff wellbeing and support

Supervision provides an opportunity for staff to discuss their wellbeing and any factors that may affect their ability to carry out their role effectively.

Managers will consider whether additional support, training, adjustments or other reasonable measures may be appropriate.

Staff are encouraged to raise concerns at an early stage so that appropriate support can be considered.

Where a staff member's circumstances may affect their suitability to work with children, safeguarding or professional responsibilities, the matter will be dealt with in accordance with the relevant Playhouse Pre-School policy and current statutory requirements.

Training and professional development

Supervision is used to identify staff training and development needs.

Training needs may include:

- Safeguarding and child protection.
- Paediatric first aid.
- Health and safety.
- Supporting children's behaviour.
- SEND and inclusion.

- Safer sleep.
- Food, allergies and medication.
- Supporting babies and younger children.
- Curriculum and child development.
- Communication and language.
- Equality, diversity and inclusion.
- Any other training identified through practice, supervision or changes to statutory requirements.

Training and development needs will be reviewed regularly and recorded where appropriate.

Performance and continuous improvement

Supervision provides a supportive opportunity to discuss staff performance and identify strengths and areas for development.

Where improvements are required, the supervisor and staff member will agree clear actions and appropriate timescales. Additional coaching, training, observation or support may be provided.

Where concerns about performance are serious, persistent or require formal action, they will be managed under the setting's Disciplinary Procedure or other relevant procedure rather than being dealt with solely through supervision.

Supervision should contribute to a culture in which staff are encouraged to reflect on their practice, learn from experience and continually improve the quality of provision.

Disclosures and changes affecting suitability

Staff must inform the Management Team as soon as possible of any new information that may affect their suitability to work with children, in accordance with current EYFS requirements and the setting's Staffing, Students and Volunteers Policy.

This may include relevant criminal convictions, cautions, court orders or other matters that may affect suitability.

Staff must also comply with any disclosure requirements relating to information concerning people in their household where this is relevant to their suitability to work with children.

Any information disclosed will be considered appropriately and confidentially. Where necessary, the setting will seek advice from the relevant safeguarding, HR, Ofsted, local authority or other appropriate authority.

Where an allegation or concern relates to the behaviour of an adult towards a child, the setting will follow its Safeguarding Children and Child Protection Policy and seek advice from the Local Authority Designated Officer (LADO) where appropriate.

This policy was agreed by the staff of Playhouse Pre-school Broadwater.

Adopted on 15th May 2019 and will be reviewed annually.

Reviewed on 25th September 2026 by Z. Munford