



## **Hull Collegiate Prep School** **Foundation Stage** **Staff Supervision**

This policy applies to our EYFS setting. Hull Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document. Hull Collegiate School is fully committed to ensuring that the application of this Foundation Stage Staff Supervision policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity document. This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- Child Protection
- Foundation Stage
- Foundation Stage Acceptable Use of Cameras and Mobile Digital Devices
- Foundation Stage Physical Environment and Equipment
- Health and Safety
- ICT
- Pupil Data Protection
- Safeguarding
- Whistleblowing

This document is reviewed annually by Mrs J Maltby (Foundation Stage Coordinator) or as events or legislation change requires. The next scheduled date for review is September 2018.

*If you have any concerns regarding this policy please discuss them with Mrs Maltby*



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## **Policy Statement:**

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. It enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings 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 Hull Collegiate School all practitioners who work directly with children and families within the EYFS are supervised by their designated line manager. Supervision meetings are held regularly for each staff member and, where possible, at least once a term. 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. Each member of staff has a supervision file which holds a copy of the supervision agreement and their supervision record form (this may be electronic). All aspects of supervision must ultimately focus on promoting the interests of children.

All supervision meetings include discussions concerning the development and well-being of the supervisee’s key children. Where concerns are raised, the supervisor and supervisee 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.

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. Staff are also able to discuss any concerns they have regarding inappropriate behaviour displayed by colleagues. Any new information is referred immediately to **Mrs Katherine Bloomfield, the EYFS/Prep School Designated Safeguarding Lead**, or in her absence to Mr Chris Wainman, the Senior School Designated Safeguarding Lead or **Mrs Antje Kell, Head of Prep School**.

**Document Log**

<b>Foundation Stage Staff Supervision Policy Changes Sept 2017</b>	
Reviewed by:	Mrs J A Maltby Foundation Stage Coordinator
Date of last review:	September 2017
Approved by:	Mr Paul Grimwood Chair of LGB
Date of approval:	
Reason for changes:	Annual review due to changes in the ISI Regulatory Commentary as of January 2017.
Next scheduled date for review:	September 2018 or as events or legislation change requires.

## Hull Collegiate School – Foundation Stage Supervision Agreement

**Agenda and Structure**

Preparation work will have been completed by both the supervisor and supervisee and where possible an agenda set before the supervision session. Set agenda items will be discussed and reviewed at every session. Additional agenda items will be prioritised at the beginning of the session by both parties to ensure the most effective use of time. Each session should long enough to cover all items on the agenda. In the event of serious disagreement or concern a session may be extended or reconvened at a mutually convenient time.

**Record keeping and confidentiality**

All supervision sessions will be recorded including areas covered, discussion points, agreed action plans, timescales and who is responsible for each action. Copies of the record will be available to both the supervisor and supervisee and access permitted in the following situations: Auditing, Appraisal, Grievance, Disciplinary, Safeguarding and Complaints.

**Cancellations**

In the event that a scheduled supervision session needs to be cancelled, it will be re scheduled at the point of cancelation. It is the responsibility of both the Supervisor and the Supervisee to ensure that the new session is carried out as soon as is conveniently possible.

**Disagreements**

Areas of disagreements between the Supervisor and Supervisees will be recorded on the supervision records. Areas of disagreements that cannot be resolved may be referred to the Head of the Prep or Senior School, PLT/CLT, Business Manager or LGB members.

**Review of supervision**

The supervision process including, content, length, frequency, format and record templates should be reviewed by all participants within the supervision process at least annually.

**Agreement**

We agree that supervision will be given and received in accordance with Hull Collegiate School Foundation Stage Staff Supervision Policy wherein more details regarding supervision can be located.

Signed: ..... (Supervisor)

Print Name: .....

Date: .....

Signed: ..... (Supervisee)

Print Name: .....

Date: .....

<b>Hull Collegiate School Foundation Stage</b>	
<b>Supervisee:</b>	<b>Supervisor: J Maltby</b>
<b>Agenda</b> <ul style="list-style-type: none"> <li>• Review of previous supervision</li> <li>• Progress of previous set objectives (link/review appraisal set targets)</li> <li>• Workload</li> <li>• Health and Safety Concerns</li> <li>• Team issues</li> <li>• Support</li> <li>• Learning and development</li> <li>• Achievements since last supervision</li> <li>• AOB – Any other business</li> <li>•</li> </ul>	
<b>Record of discussion</b>	<b>Agreed actions: when and by whom</b>
Signed: Print Name: Date:	Signed: Print Name:
I confirm that neither I, nor anyone living in my household, has been involved in any activity/ incident in the last 12 months which might result in a change to my DBS (previously CRB) status, should a new check be requested. <input type="checkbox"/>	
I confirm that I am not currently taking any medication that is likely to impair my ability to look after children properly. <input type="checkbox"/>	