



**BOWERHAM PRIMARY & NURSERY SCHOOL**  
**AND BABY UNIT**  
**EYFS Supervision Policy**



**DATE: July 2025**

**Review date: July 2026**

**Stand tall, reach high, love learning**

*The Bowerham School community is proud to nurture aspiration, inspire love for life-long learning and prepare children for a changing society.*

**At Bowerham School we:**

- Ensure all children have access to a fun and engaging, ambitious and creative curriculum that widens their life experiences
- Develop confident and independent learners with motivation, curiosity and a love of learning
- Ensure all children learn about and demonstrate the British Values of: tolerance, mutual respect, individual liberty, democracy and rule of law, while respecting differences including gender, ethnicity, religion and ability.
- Nurture, develop and challenge children to be aspirational and secure within themselves in order to prepare them for their future

**Introduction**

In accordance with the Statutory Framework for the Early Years Foundation Stage 2021, staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare Requirements Clauses 3.22 and 3.23 as follows:

3.22 Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner 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.

3.23 Supervision should provide opportunities for staff to:

- discuss any issues – particularly concerning children's development or wellbeing, including child protection concerns;
- identify solutions to address issues as they arise;
- receive coaching to improve their personal effectiveness.

## **Purpose of supervision meetings**

Supervision is a supportive, professional process that:

- ensures staff understand their roles, responsibilities, and safeguarding duties;
- promotes children's safety, welfare, and learning;
- supports staff wellbeing and workload management;
- provides a safe, confidential space to raise safeguarding or child protection concerns;
- identifies training, development, and coaching needs;
- supports reflective practice and continuous improvement.

Supervision does **not** replace performance management or annual appraisal but complements them.

## **Responsibility**

The manager and/or headteacher is responsible for ensuring that regular supervision meetings are conducted with every member of staff. The member of staff is responsible for ensuring that they meet the required standard for the job.

## **Process and Frequency**

Supervision will take place at least once per term (minimum three times per year).

- Newly appointed staff will receive supervision more frequently during induction.
- Additional supervision may be arranged following incidents, safeguarding concerns, or wellbeing needs.
- Supervision is normally conducted **one-to-one**, in a confidential setting.

## **What to cover at supervision meeting**

Supervision meetings will include, where appropriate:

- Safeguarding and child protection concerns (including low-level concerns);
- Children's development, learning, behaviour, and wellbeing;
- Staff wellbeing, workload, and emotional resilience;
- Reflective discussion on practice and professional standards;
- Training, coaching, and development needs;
- Review of previous actions and agreed next steps.

Safeguarding concerns must be recorded and referred immediately to the DSL in line with the Safeguarding and Child Protection Policy.

## **Supervision Standards**

Staff should expect:

- To be able to question how things are done and what is expected.
- To be given the opportunity and time to express any concerns.

- To be given appropriate support, and receive coaching where necessary.
- To be told when a piece of work has been done well.

Line manager should expect:

- To have their management responsibilities understood and respected by the staff they manage.
- That staff will demonstrate a willingness to strive for continuous improvements.
- That staff will be open, honest and non-defensive when their work is being discussed.

### **Recording supervision meetings**

The supervision meeting will be recorded on the attached staff communication record form and should be completed during the meeting. Both parties will sign the record and agree the date for the next supervision meeting. A copy of the form will be given to the member of staff.

To ensure that the confidentiality and identity of individual children is maintained within the supervision record no names of the children discussed will be used, only initials.