



Harrietsham Church of England Primary School

Supervision Policy

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Responsibility:	Lower School Phase Leader
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School Context:

Harrietsham CEP Vision Statement

We are a warm, welcoming, and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

“Nurtured we flourish”

We are a nurturing school. As such we believe in, and follow, **The Six Principles of Nurture** in all of our practice.

1. Children’s learning is understood developmentally.
2. The classroom offers a safe base.
3. The importance of nurture for the development of wellbeing.
4. Language is a vital means of communication.
5. All behaviour is communication.
6. The importance of transition in children’s lives.

Our Values

The roots of our vision are in the parable of the Mustard Seed.

‘The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches’.

Matthew 13 31-32

In order to grow and reach our potential, everything that we do in school is driven by our vision and underpinned by our core Christian values of:

Love, Fellowship and Forgiveness

Introduction

This policy sets out the processes and legal duties of the school to providing supervision for the staff at Harrietsham Church of England Primary School.

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 well-being, 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 means to ensure staff at Harrietsham Primary School are clear about what their job is, what is expected of them, an opportunity to raise safeguarding concerns about particular children and to be supported to do their job well. The meeting gives everyone the opportunity to evaluate and review workloads and performance so that learning and development can take place and to identify performance shortfalls, encourage and motivate staff and initiate training, support and /or coaching. Supervision does not replace annual staff appraisals.

Regular supervision is a statutory expectation for EYFS staff. However, other staff may have supervision at our school as necessary.

Responsibility

The Headteacher is responsible for ensuring that regular supervision meetings are conducted with every member of staff who works in EYFS. The member of staff is responsible for ensuring that they meet the required standard for the job. The Headteacher may delegate the responsibility onto an alternative member of SLT, such as the school Phase Leaders.

Process and Frequency

Supervision is an essential part of the effective working relationship between a member of staff and the Senior Leadership Team at Harrietsham Primary. The meetings are a two-way discussion between a member of staff and their manager and, to be effective, each person must take equal responsibility for ensuring effective communication and recognition of the value of supervision meetings for both parties.

All staff working in EYFS must be provided with a regular supervision (1-1) meeting with their manager at least once every term, which is booked in advance at an agreed time. There must be a written record of the meeting using the attached Staff Supervision Record Form (see Appendix 1). This record will then be uploaded to Staff CPOMs to keep for records.

What is covered at the supervision meeting?

The main functions of supervision are:

- Safeguarding – ensuring that opportunity is given to raise and discuss any concerns regarding a child, family or member of staff, and that these concerns will be shared appropriately.
- Roles and Responsibilities – ensuring that the work the supervisee carries out is of a satisfactory standard, and that the work reflects the ethos of the early years and wider school.
- Learning and Development (staff member) – to encourage and assist staff to reflect on their own performance and to identify and address developmental needs.
- Support – supervisees are given the opportunity to reflect on the impact of their work and obtain support with any problems or difficulties.
- Mediation – to ensure the relationship between the supervisee, the EYFS team and the wider school are effective.
- Learning and Development (children) – provide a forum to discuss learning and development of any child.

Supervision will always keep a focus on the best interests of the children in the setting and promote their safety and well-being.

Supervision Standards

The content and action points of each session will be recorded by the manager and signed and dated by all parties and copies of the supervision notes will be available. A record will also be made on Staff CPOMs.

Records will detail any decisions that have been made and any agreed actions.

In the event of the member of staff wanting to have a different supervisor, they should discuss this with their existing supervisor wherever possible and then make this known to a member of the Senior Leadership Team.

Supervision does not form a part of the appraisal system.

While supervision meetings normally take place on a planned 1:1 basis, it may be appropriate to hold a group supervision in addition to individual ones, or to hold additional ad hoc meetings.

Supervisions are recognised as being a private but not necessarily confidential process. The records are the property of the school, not the individual. Supervisors may, from time to time, discuss the content of supervision meetings with others (e.g. the Headteacher, members of Senior Leadership Team, inspectors). This will always be with the knowledge of the member of staff.

Supervision records will be held by the school in accordance with the Confidentiality and Data Protection Policy.



Appendix 1 – Staff Supervision Record

The Staff Supervision Record is designed to ensure that key areas are discussed during supervision and to protect the working relationship between the supervisor and the staff member. It may not be necessary to complete every section during every supervision session. However, it is recommended that every session begins with an open slot (welcome) and ends with a summary discussion and evaluation of the session (close) and identify the date of the next meeting.

Ensure staff member is comfortable for meeting to proceed. Make staff member aware that anything discussed in this meeting may be shared with other members of SLT, where appropriate.

<u>Supervisor:</u>	<u>Staff Member:</u>
<u>Date:</u>	<u>Staff Member Role:</u>
<u>Welcome (How is the staff member generally?).</u>	
<u>Review of last session (update on agreed actions).</u>	
<u>Safeguarding (any concerns about a child, family or staff member. Concerns may be shared appropriately).</u>	
<u>Child Learning & Development (any concerns or opportunities offered to children)</u>	
<u>Roles & Responsibilities (work is a satisfactory standard, identify successes and discuss development points).</u>	

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<u>Adult Learning & Development (any concerns or opportunities offered to staff).</u>	
<u>Support (discuss any difficulties and any support needed).</u>	
<u>Date of next meeting.</u>	
<u>Close (summarise the meeting, discuss how staff member is feeling).</u>	
<u>Agreed actions (for staff member and supervisor).</u>	
<u>Supervisor Signature</u>	<u>Staff Member Signature</u>

This form to be scanned and uploaded to Staff CPOMs. Form to be kept securely.

