

## Model agreement policy

Group and school-based providers

**Please note**, this is a model policy and should be reviewed and adapted by individuals to meet the needs of those involved.

This agreement is made in accordance with the 2025, [early years foundation stage \(EYFS\) statutory framework](#), paragraph 3.21. It is recommended that every supervisor should have a written agreement with each person they supervise. In some organisations this is called a supervision contract. The details may be standard across an organisation or there may be scope for individual elements to be agreed. The agreement should be reviewed periodically to ensure that all elements are being covered and that the agreement is still fit for purpose.

We agree that supervision will be given and received in accordance with the supervision policy which includes more details of the supervision process.

This supervision agreement is between \_\_\_\_\_ and \_\_\_\_\_  
and outlines what each of us can expect from the supervision process and what our responsibilities are:

- We will arrange supervisions on a \_\_\_\_\_ basis and neither of us will cancel these unless there is an urgent reason to do so.
- Supervisions will start promptly and will finish after an hour or when we have had time to discuss all issues.
- We will treat our conversations with respect for each other's views. Both of us should feel free to express personal views and opinions without prejudice.
- We will hold supervisions in a quiet area where other people cannot overhear us. We will keep the contents of supervision confidential, except where there are safeguarding concerns or professional issues that require escalation to the supervisor's line manager or external agencies, for example, social care, in line with the setting's safeguarding policy.
- We will keep a written record of each supervision meeting which we shall both sign and each of us shall have a copy.
- We will both complete any actions agreed at supervision within the agreed timescale. At our next supervision, we will review the notes of the previous supervision to ensure that all actions have been carried out.
- This agreement will be reviewed annually or sooner if either party requests a review.
- Additional agreements or preferences, for example, preferred communication style, focus areas:

Signed: .....  
(Supervisor signature)

Date: .....

Signed: .....  
(Supervisee signature)

Date: .....