

Supervision meeting record

Name of supervisee	Name of supervisor	Date	Number of key children	
Progress on actions agreed from previous meeting				
Management (resources, workload, targets, specific duties, time management)	Action		When	By whom

<p>Support (key person role including review and reflection of work with individual children, groups and the progress of each of their key children, observation planning and children's next steps, evaluation of practitioners work and interventions, safeguarding, designated person role, work life balance and wellbeing)</p>	<p>Action</p>	<p>When</p>	<p>By whom</p>
<p>Mediation (co-worker relationships, communication, safeguarding, work with other agencies, work with parents, and where appropriate other settings which their key children attend)</p>	<p>Action</p>	<p>When</p>	<p>By whom</p>



<p>Development needs (skills, knowledge of child development and early years foundation stage, understanding and attributes to complete the role, constructive feedback and observation of practice, training needs, including safeguarding updates training needs)</p>	<p>Action</p>	<p>When</p>	<p>By whom</p>
<p>Has there been any change in your circumstances which is relevant to the setting or your role for example you being investigated, cautioned or charged for an offence which calls into question your suitability for the role, disqualification by association and so forth, since your last supervision?</p>	<p>Action/comments</p>	<p>When</p>	<p>By whom</p>
<p>Any other areas for discussion</p>			
<p>Number of days holiday outstanding for current leave year</p>	<p>Planned dates for leave in the current leave year</p>		
<p>Date of next meeting</p>	<p>Signed (supervisee)</p>	<p>Signed (supervisor)</p>	