

# Model supervision policy

Group and school-based providers

This policy is informed by the, 2025, [early years foundation stage \(EYFS\) statutory framework](#), particularly sections 3.21 (Supervision), 3.4-3.6 (Child Protection), and 3.20-3.22 (Staff Qualifications and Support).

## Supervision 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 of ensuring that members of staff have access to the support, training, and procedures they require for their professional growth and development, and that of the provision.

Supervision supports reflective practice, enabling staff to critically evaluate their work and identify areas for improvement.

## Supervision process

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

- Review and monitor practice.
- Discuss any issues – particularly concerning children's development and well-being.
- Identify solutions to address issues as they arise.
- Receive coaching to improve their personal effectiveness.

At \_\_\_\_\_ all practitioners who work directly with children and families are supervised by their designated line manager.

Supervision meetings are held at least every \_\_\_\_\_ weeks/months/half-term [delete as required] for each staff member, or more frequently if required.

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. A copy of the supervision record form is retained by the supervisor and a copy provided to the supervisee.

Each member of staff has a supervision file which holds a copy of the supervision agreement and their supervision record form. The supervision file is always stored securely. The file may be requested by Ofsted during inspections.

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## Safeguarding

Having a culture which promotes supervision is paramount for safeguarding practices. However, practitioners that have concerns regarding babies and children in their provision, must not wait until their supervision session to discuss these. They should instead follow the provision Safeguarding and Child Protection policy straight away.

Where concerns are raised, the supervisor and supervisee must 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.

Providers have a duty of care towards their members of staff including their physical and emotional well-being. Any member of staff could deal with a child protection concern and that might be upsetting or distressing to that member of staff. Additionally, the requirement of confidentiality within child protection could lead to a staff member feeling isolated. Dealing with a child protection issue could, therefore, have an adverse impact on any staff member, not just the Designated Safeguarding Lead.

Staff who have had to deal with a child protection concern should be provided with support and supervision to ensure their wellbeing.

## Staff conduct and disclosures

During supervision meetings members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues.

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.

## Record keeping

Where digital systems are used for supervision records, they are password-protected and comply with data protection regulations.

## Adoption and annual review of the policy

This policy was adopted at a meeting of:  
Held on:

Signed on behalf of the management committee / Proprietor:  
This policy was reviewed on: