

Quality Improvement & Support Team

Early Years Learning and Childcare Service



Calderdale
Council

Record of Supervision

Supervisor:

Supervisee:

Date:

EYFS 2017 requirement 3.21:

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.

Supervision should provide opportunities for staff to:

- *discuss any issues – particularly concerning children’s development or well-being;*
- *identify solutions to address issues as they arise; and*
- *receive coaching to improve their personal effectiveness.*

All supervision meetings will be signed and dated to ensure that both parties agree they are an accurate record of the discussions that have taken place. You can prepare for your supervision meeting by having information about your key children and families, and any specific work tasks ready and up to date. You should also prepare a list of any questions or concerns you may have or details of any specific issues that you wish to discuss.

Please Note: If you have any concerns or issues between your supervision meetings (for example child protection/safeguarding or health and safety concerns) these should be taken to your manager and discussed without delay.

Standing agenda items:

1. Health & Safety
2. Safeguarding (including staff suitability)
3. Issues/actions from previous supervision
4. Areas of work
 - a) Specific work roles, objectives and responsibilities

b] Key Children and families

5. Personal development and training
6. Absence management
7. Any other issues discussed
8. Date of next supervision

Item	Record of Discussion / Agreed Actions
<p><u>Health and Safety</u></p> <ul style="list-style-type: none"> • Do you have any setting health and safety concerns or issues? • Discuss the personal wellbeing of staff and current workload. Is there any support needed? • Are there any changes to your personal health that may affect your ability to work with children? Are you taking any medications that may impair your ability to look after children? 	
<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • Have there been any changes in your personal circumstances that may affect your suitability to work with children? <i>(You are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect your suitability to work with children - whether received before or during your employment at the setting)</i> • Do you have any setting safeguarding or child protection concerns that you wish to discuss? 	

Issues/actions from previous supervision

- Discuss any issues/concerns or actions set during previous supervisions

Areas of work

- Discuss roles and responsibilities / specific areas of work / targets / work objectives linked to annual appraisal

- Discuss individual key children and families in detail - Including:
 - Learning and development;
 - Observations, assessments and planning;
 - Emotional health, wellbeing and welfare;
 - Concerns (child protection or learning and development);
 - Link children to the Calderdale Continuum of Need
 - 2 year old progress checks if applicable;
 - Transition preparation if applicable;
 - Any other specific areas for discussion around individual children.

<p><u>Personal development and training</u></p> <ul style="list-style-type: none"> • Discuss training needs – including; <ul style="list-style-type: none"> ○ Updating of mandatory training such as PFA or Child Protection training; ○ Any specific training needs as identified by manager; ○ Any training requests by supervisee in specific areas of interest; • Is the supervisee’s training plan / CPD log up to date? 	
<p><u>Absence Management</u></p> <ul style="list-style-type: none"> • Discuss annual leave requests / balances; • Discuss any sickness leave or unauthorised absence taken since last supervision and any issues relating to this; • Discuss any time management / general timekeeping issues if applicable 	
<p><u>Any other areas of discussion</u></p>	

<p><u>Next supervision</u></p> <p>Date:</p> <p>Time:</p> <p>Venue:</p> <p>Focus:</p>	
<p>Signed: (Supervisee)</p> <p>Date:</p>	
<p>Signed: (Supervisor)</p> <p>Date:</p>	