



EYFS Supervision Policy

St Leonard's CE Primary School

Document Control	
Document Name:	EYFS Supervision Policy
Document Author:	Jenny Blackley, Deputy Headteacher
Document Approval:	Board of Governors
Publication:	September 2026
Review:	Annually
Next review due by:	September 2027

'Providing good soil from which our FRUITS can grow' – based on Matthew, 13:8

Curious Minds. Kind Hearts. Big Dreams.

Contents

1. Policy Statement.....	2
2. Supervision of pupils	2
3. Supervision of staff (monitoring).....	3
3.1 Purpose of supervision meetings	3
3.2 Responsibility.....	3
3.3 Process and Frequency	3
3.4 What to cover at supervision meeting	4
3.5 Supervision Standards	4
3.6 EYFS Supervisee Objectives	4
3.7 The Head of Early Years should expect.....	4
3.8 Recording supervision meetings.....	4
3.9 Ratios.....	4

1. Policy Statement

Supervision will support and strengthen the safeguarding culture we are committed to in our setting. Padiham St Leonard's EYFS aims to provide appropriate, responsive, flexible services for all the children in our care. We take our pupil supervision seriously as we do with monitoring our staff supervision of our pupils.

We can only do this if our staff:

- understand what is expected of them;
- have the skills, knowledge, behaviours, values and attitudes necessary to carry out their role;
- are fully supported in their work and managed effectively.

2. Supervision of pupils

EYFS Children will be accompanied to school by parent/carer and remain the responsibility of their parent/carer until 8.45am. If a child arrives earlier than 8:45am their parents take them straight to Breakfast club.

Early Years

- Reception pupils will line up to meet the class teacher on the playground. At 9:00am, the front gate will be closed by the site manager. If pupils arrive late, parents should take their child to the school office.
- During the school day all playground gates will remain locked until 3.15pm where our site manager will open the gates for home time. He will only do this when a member of SLT instructs and is present on the yard.
- Any pupils arriving late due to a medical appointment, for example will be taken to the school office.
- If a child has not been collected, the member of staff in charge will take them to the school office. If there is any problem making contact with parents/carer, the member of staff in charge will inform Head teacher or a member of SLT.

3. Supervision of staff (monitoring)

Supervision, most particularly in the EYFS, is a formal and recorded process through which the professional actions of staff are discussed and regularly reviewed. It provides a recorded system that is audited to improve practice and to improve the provision for children. This is an addition to appraisals and our weekly 'Feeding Forward' meetings.

In accordance with the revised Statutory Framework for the Early Years Foundation Stage 2021 staff supervision is a requirement for providers under Section 3 – The Safeguarding and Welfare requirements. All our staff are expected to uphold and not undermine Fundamental British values within meetings and ensure that these are actively promoted at all times.

3.1 Purpose of supervision meetings

The EYFS introduces the concept of supervision as a way for staff to discuss issues including child protection concerns and identify solutions as well as to receive coaching to improve their personal effectiveness. Supervision should be an individual meeting between the EYFS lead (Deputy) and each staff member, in order to support their role as key persons working with children and their families. Supervision is a means to ensure staff are clear about what their job is, what the school wants them to do regarding concerns about particular children and to be supported in all aspects of their job. The meeting gives parties 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 the annual staff appraisals.

Should a staff member request to have a different supervisor, this should be discussed with the Headteacher.

All staff members have the opportunity for additional supervision from an independent counsellor.

3.2 Responsibility

The Head of EYFS (Jenny Blackley)- is responsible for ensuring that supervision meetings are conducted with every member of staff. The member of staff is responsible for ensuring that they meet the required standard for the job. These take place once a term as a minimum.

3.3 Process and Frequency

The frequency of meetings is determined according to the needs of the child and the staff member supporting them. This is in addition to regular staff appraisals and other opportunities for staff training such as 'Feeding Forward' meetings. Supervision meetings are conducted in line with existing procedures and are held in a confidential space suitable for the task. All supervision meetings must include discussions concerning the development and well-being of each child. Where concerns are raised, the member of staff and Head of EYFS must seek to identify solutions and further actions that need to be taken – these are recorded and any safeguarding issues reported on CPOMS. All aspects of supervision must ultimately focus on promoting the interests of children.

3.4 What to cover at supervision meeting:

The content of the supervision meeting will be to:

- identify any performance concerns and improvements required;
- discuss any issues of concern about particular children and families;
- identify appropriate support and guidance with regard to all aspects of work including support in dealing with particular children and families and their individual needs;
- identify any training and development needs.

3.5 Supervision Standards

Staff should expect:

- To be given clear objectives and standards, appropriate deadlines and help in achieving their objectives;
- To be able to question how things are done and what is expected;
- To be given the opportunity and time to express any concerns.

3.6 EYFS Supervisee Objectives

- To be given appropriate support and receive coaching where necessary;
- To be told in a constructive way if their work is fulfilling the expectations at St Leonard's and to have a strategy for improvements discussed and agreed;
- To receive appropriate feedback.

3.7 The Head of EYFS should expect:

- To have their management responsibilities understood and respected by the staff they manage;
- That once targets and/or objectives are set, the member of staff will produce work to an agreed standard;
- That staff will demonstrate a willingness to strive for continuous improvements;
- That staff will be open, honest and non-defensive when their work is being discussed.

3.8 Recording supervision meetings

The supervision meeting will be recorded by the EYFS lead. Both parties will sign the record and agree the date for the next supervision meeting. A copy of the supervision record will be given to the member of staff.

To ensure that the confidentiality and identity of individual children is maintained within the supervision record, no names of the children discussed will be used, only initials.

3.9 Ratios

For children aged 3 and over, the ratio is 1:13 with a qualified teacher status or Early Years Teacher Status. At least one other member of staff holds approved level 3 qualification. Level 3 qualification is 1:8