Cambridgeshire County Council



MANEA PRE-SCHOOL

Supervision policy

The ‘Statutory framework for the early years foundation stage’ says that providers must put appropriate arrangements in place for the supervision of staff. 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 for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.

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:

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

1. At Manea Pre-school practitioners who work directly with children and families are supervised by their designated line manager.
2. Supervision meetings are held every term for each staff member.
3. Supervision meetings are conducted in line with existing procedures and are held in a confidential space suitable for the task.
4. Supervision agreements are drawn up for all staff.
5. A copy of the supervision record form is retained by the supervisor and a copy provided to the supervisee.
6. 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 stored securely at all times.
7. Supervision meetings will include discussions concerning the development and well-being of the supervisee’s key children.

Approved March 2026

8. 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.
9. All aspects of supervision must ultimately focus on promoting the interests of children.
10. 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. Any new information is referred immediately to Louise Arlott, Lisa Stevens or Nicky Froggatt.

Approved March 2026