
EYFS Supervision Policy

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Reviewed	March 2022
Name of owner/author	CL
Approval by	Executive Leadership Team
Target Audience	Whole School Community/Public
Where available	Website, Staffshared Drive
Review Date	Summer 2022

1. Policy Statement

Supervision will support and strengthen the safeguarding culture we are committed to in our setting. Ewell Castle School Pre-prep 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

Pre-Prep Children will be accompanied to school by parent/carer and remain the responsibility of their parent/carer until 8.30am. If they arrive before 8.30am, parents will wait with children in the playground unless they are taking their child to Early Morning Care. The side gate will be opened at 7.30am by a member of staff on duty for the children coming to Early Morning Care. Children are not permitted to play on the trim trail before or after school.

Early Years

- Nursery pupils will be taken by parent/carer into Nursery.
- Reception pupils will line up to meet Form Staff on the playground. At 8.40am, the side gate to the playground will be closed by the Pre-Preparatory School Administrator/Member of staff on duty. If pupils arrive late, parents should ring the front doorbell and be met by a member of staff, who will escort the child to class or to assembly in the Nursery building.
- Registration will take place prior to any assembly and no later than 8:50. Late pupils will be registered by the Pre- Preparatory School Administrator. The side gate will be opened at 12 noon by a member of staff for morning Nursery pupils to be collected, at 1.00pm for the lunchtime pupils to leave and at 3.25 pm for the end of school.
- In between these times, the side gate will be closed (and secured by the quick release lever). The main gates to the car park will be kept closed during the school day. If Staff are concerned about the absence of any pupil from school, the Pre-Preparatory School Administrator is to be notified and will ring parents.
- Any pupils arriving late due to a medical appointment, for example, should ring the front door bell. The pupil will be registered by the Pre- Preparatory School Administrator on arrival.
- During the school day, pupils are always supervised in class, at play and at lunch. Pupils play within locked grounds. At 3.30 pm, school finishes and Reception Staff take pupils to the playground to meet parents. Nursery Children are dismissed from the classroom. Staff are to ensure that pupils registered for the crèche or a club go to their chosen activity. Any pupil not collected at this time will go to the crèche facility to await collection.
- Creche closes at 4pm. Any child not collected by this time will join After School Care, which is a chargeable facility for parents. Staff in charge of an activity take children to meet parents in the playground at the end of the activity.

- If a child has not been collected, the member of staff in charge will take them to After School Care. If there is any problem making contact with parents/carer, the member of staff in charge will inform the Deputy Head of the Preparatory (Pre-prep site) School, or member of staff on late duty.
- The child will join After School Care until contact and arrangements can be made with parents for the child to be collected. Pupils at After School clubs and activities are not allowed to return to the classrooms, unless a teacher accompanies them.
- If there is no response from the parents' or carers' contact numbers or the emergency numbers, when the premises are closing, the teacher in charge will let the DSL, DDSL or Head of Prep School know and they will contact the Social Care Emergency Duty team on 01483 517898. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. The school will make a full written report of the incident.

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.

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 a manager 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 Head of the Preparatory School

3.2 Responsibility

The Head of Early Years - Cheryl Leeds - 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.

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. 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 Early Years must seek to identify solutions and further actions that need to be taken – these are recorded on the child’s file and may include support from external agencies. 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 poor, incompetent or unacceptable and to have a strategy for improvements discussed and agreed;
- To receive appropriate feedback.

3.7 The Head of Early Years 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 Head of Early Years within 5 working days. 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 and stored in the Head of Early Year’s One Drive

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.

For children rising three, there is one member of staff for every 4 children.