



Little LODGE

0 - 4 YEARS CO-EDUCATIONAL DAY NURSERY

STAFF SUPERVISION POLICY FOR EYFS STAFF

Approved by: David Preston, Director
Di Gardiner, Safeguarding Director
Natalie Snyders, Nursery Manager

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Supervision Policy in line with release of Warwickshire's Model Policy for
Early Years Providers (May 2025)

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If you have concerns about an adult working with children and young people, please contact:

- > **Mr Dai Preston, Director** (davidp@arnoldlodge.com)
- > **Mrs Di Gardiner, Safeguarding Director** (dgardiner@arnoldlodge.com)

Local Authority Designated Officer

Referrals are made on the [Position of Trust Multi-agency referral form POT MARF](#) and emailed to the LADO at their direct email address lado@warwickshire.gov.uk

LADO Phone: 01926 745376

I Overview

I.1 Introduction

Providers / Childminders must put appropriate arrangements in place for the supervision of staff / assistants who have contact with children, families, and carers. Effective supervision provides support, coaching, and training for the staff / assistant and promotes the best interests of children. Supervision should foster a culture of mutual support, teamwork, and continuous improvement which encourages the confidential discussion of sensitive issues.

This policy has been developed to support all staff working within the Early Years at Little Lodge Nursery who are working with children aged from birth to five years, with a focus on good practice in relation to supervision.

Supervision should provide opportunities for staff to:

- > Discuss any issues – particularly concerning children’s development or wellbeing, including child protection concerns.
- > Identify solutions to address issues as they arise.
- > Receive coaching to improve their personal effectiveness

I.2 Definitions

This policy is specific to the Early Years at LLN. Therefore, references made to ‘child’ and ‘children’ refer to children and young people aged from birth to five years.

References made to adults and staff refer to all those who work with pupils at LLN, in either a paid or unpaid capacity. This would also include, for example, those who are not directly employed by the school or setting, e.g., Local Authority staff, independent/ peripatetic sports coaches and music tutors, governors, trustees, and volunteers.

References are made in this document to legislation and statutory guidance which differ dependent on the setting and alter over time. However, the behavioural principles contained within the document remain consistent, hence, wherever possible, such references have been removed in order that the document does not appear to quickly become out of date or to apply only to certain staff or settings.

I.3 Purpose of Supervision

At Little Lodge Nursery, we have agreed that the main functions of supervision are to:

- > Support staff.
- > Assess staff / volunteers’ suitability to work with young children, review any changes regarding the Health Declaration and DBS (Disclosure and Barring Service) check.
- > Celebrate and motivate staff.
- > Develop staff practice, understanding and skills and facilitate training where appropriate.
- > Ensure the needs of individual children are being met.
- > Support the settings safeguarding culture.
- > Develop an open, honest, and professional culture.
- > Share the settings values and ethos.
- > Achieve accountability.
- > Communicate key information.

At Little Lodge Nursery, we have agreed that supervision meetings enable for the opportunity to:

- > Discuss current roles and responsibilities, this may include a discussion around new starters, key children, and child development.
- > Recognise and celebrate achievements.
- > Discuss any concerns held relating to individuals’ roles and responsibilities.
- > Discuss any concerns held relating to performance or conduct, in line with the Staff Code of Conduct Policy.
- > Discuss concerns relating to working relationships.

- > Share any health and safety concerns.
- > Identify training needs.
- > Identify solutions to any concerns raised.

1.4 Background

Little Lodge Nursery values all members of staff and understands that supervision is an important way of providing all staff with the opportunity to identify concerns, celebrate achievements, collaborate action plans and support the wellbeing of staff.

At Little Lodge Nursery and in line with the EYFS Framework 2025, we understand that effective supervision provides:

- > Support, coaching and training for all staff / assistants.
- > Promotes the best interests of children.

We also understand that supervision should foster a culture of:

- > mutual support
- > teamwork
- > continuous improvement

All these aspects encourage the confidential discussion of sensitive issues.

1.5 Statutory Framework

As outlined in the EYFS 2025 Framework, supervision should provide staff with the opportunities to:

- > Discuss any issues – particularly concerning children’s development or wellbeing, including child protection concerns.
- > Identify solutions to address issues as they arise.
- > Receive coaching to improve their personal effectiveness.

Supervision is a two-way process and should ensure that it promotes accountability and is supportive to staff development.

All staff involved in supervisions should work together to ensure that supervisions are useful, supportive, open, and honest, objective and solution focused discussion. This Supervision Policy outlines the way in which supervisions should be conducted at Little Lodge Nursery.

1.6 Linked Policies

This Supervision Policy is linked with (but not inclusive to) other policies for the setting, including:

- > Child Protection / Safeguarding Policy.
- > Complaints Policy.
- > Equality and Diversity Policy.
- > Staffing and Employment Policy.
- > Staff Code of Conduct Policy.

1.7 Appraisals and Supervision

At Little Lodge Nursery, both appraisals and supervisions are an important aspect of staff development and as a setting, we value both aspects.

Supervision which takes place at Little Lodge Nursery is regular contact between a staff member and an identified member of staff, such as the Manager, to discuss how things are going, particularly in relation to:

- > Children's development or wellbeing, including child protection concerns,
- > A discussion around any issues and looking for potential solutions.
- > An agreement of actions, guidance and support focused upon these issues.

Appraisals at Little Lodge Nursery however, are a different process and involve reviewing staff's performance over a period of time, then looking forward and setting objectives, strengths, areas for improvement and identifying how training needs will be met.

1.8 Supervision as Part of Safeguarding Procedures

At Little Lodge Nursery, effective supervision forms part of our settings safeguarding procedures and supports and strengthens the safeguarding culture within our setting.

Supervisions should:

- > Identify staff's knowledge of safeguarding procedures in line with the settings policies and local procedures, determine any gaps in knowledge and identify development opportunities to address these gaps.
- > Evidence staff understand their roles and responsibilities to fulfil their professional duties, including demonstration of their safeguarding knowledge. This could be through conversation about practice, lessons learned or how they apply training in practice.
- > Provide a reflective space to discuss any on-going concerns and specific incidents, to assess risk factors and to discuss next steps. **Please note: if a member of staff holds a safeguarding concern, this should immediately be reported to the settings DSL and staff should not wait for a supervision meeting to take place.**
- > Provide support for individual members of staff to discuss the personal impact of their safeguarding role and responsibility. This should include support to address the emotional impact, and where needed identify further support and signposting to other services.

1.9 Supervision for All Staff

At Little Lodge Nursery, we recognise that all our staff who come into regular contact with children and families should receive regular supervision, this includes our Leaders, Managers, Volunteers, Room Leaders, and Practitioners.

We recognise that this is important for all staff, including Leaders and Managers, as in order for them to be able to provide support to children, families, and other colleagues, they must also receive appropriate levels of support through an effective supervision process.

1.10 Frequency

Supervisions should take place regularly. At Little Lodge Nursery, we have determined that supervisions for all staff will take place termly. If a need arises, a supervision can be carried out more frequently than termly, in order to share, communicate and be supported if needed.

Supervision meetings may increase at certain points, for example if a member of staff has a personal change of circumstance which would benefit from increased supervision meetings or if a member of staff is dealing with a challenging child protection case. Additionally, staff members can request a supervision meeting with their Line Manager at any time which they feel would be beneficial.

Dates for supervision meetings will be agreed in advance and these dates will be communicated to staff in advance of the supervision meeting. Dates for supervision meetings will be discussed between the employee and the Nursery Manager and recorded in individual diaries.

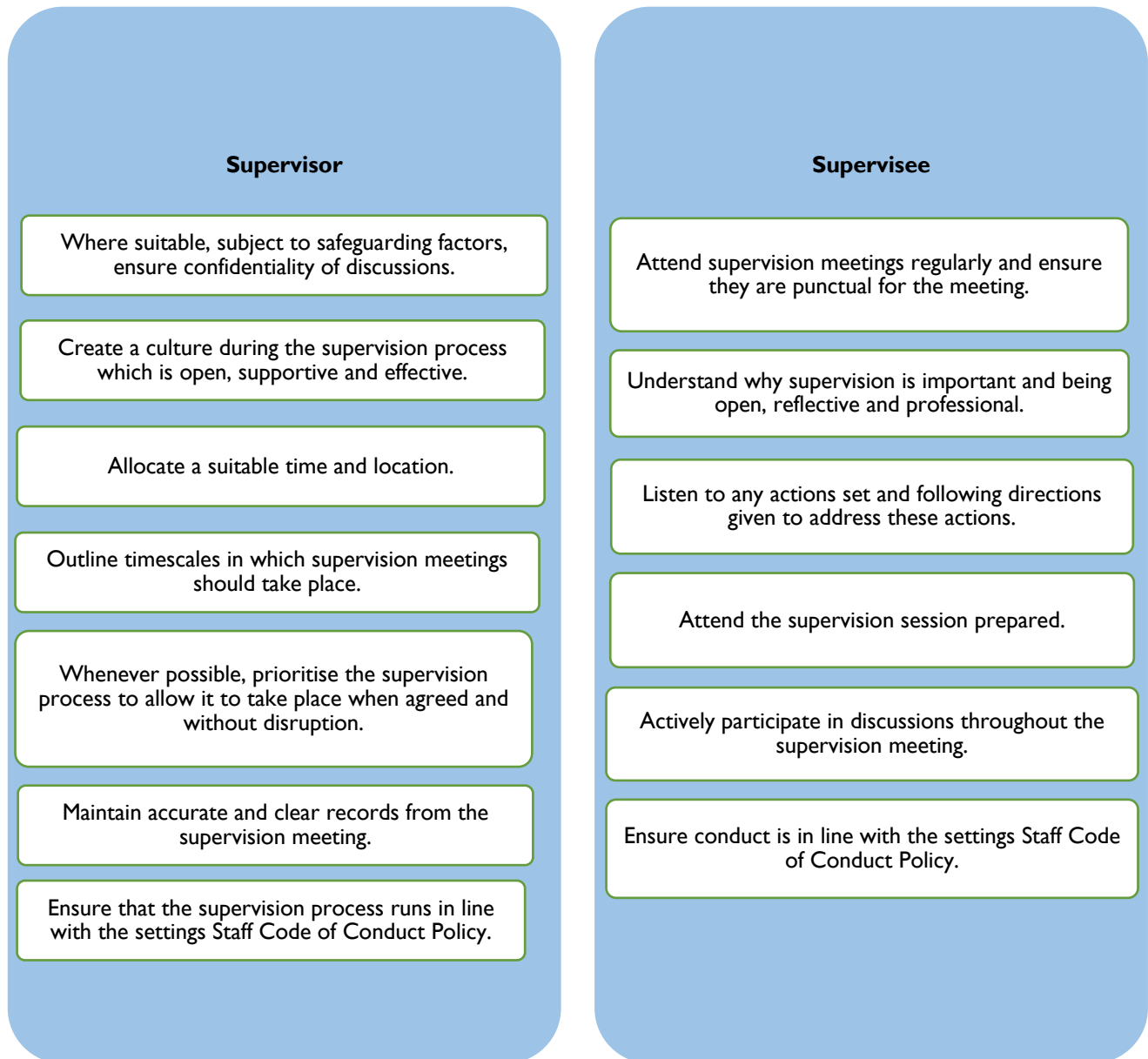
1.11 Planned and Unplanned Supervision Meetings

At Little Lodge Nursery, we recognise that supervisions will mainly take a planned approach. However, alongside planned supervisions there may be times that supervision meetings occur in an unplanned capacity. These might be during times when there are increased concerns in relation to an individual child's development or Child Protection concerns around a child and family.

During unplanned supervision meetings, the Supervisor should aim to still uphold the values outlined in the Supervision Policy.

1.12 Roles and Responsibilities

As a setting, we understand that in effective supervision there are distinct roles, the Supervisor, and the Supervisee.



At Little Lodge Nursery, we recognise that all staff who have regular contact with children and families should receive supervisions and have allocated who is responsible for completing each staff members supervision.

At Little Lodge Nursery, we recognise that Leaders and Managers cannot support supervision in their Early Years Provision if they themselves are not supported. The supervision of Leaders and Managers in our setting is facilitated by:

- > The Nursery Manager
- > The Deputy Manager

Where more frequent or unplanned supervision is required, it may be that staff with other roles within the setting take the role of Supervisor. This should be discussed with the Supervisee and agreed as appropriate.

All members of staff who complete supervisions, should be trained appropriately, and receive on-going support in completing the supervision process.

Identified Member of Staff Requiring Supervision	Role of Person Responsible for Supervision
Nursery Manager, Natalie Snyders	Dai Preston, Director
Deputy Manager, Alice Day	Natalie Snyders, Nursery Manager
Room Leaders	Natalie Snyders, Nursery Manager
Nursery Practitioners	Alice Day, Deputy Manager

1.13 Preparation for Supervision Meetings

Prior to a supervision meeting taking place, time should be spent by both parties to prepare for the supervision session. At Little Lodge Nursery, we agree that supervision should:

- > Be planned and held at an agreed time and venue.
- > Be held in a private space.
- > Be supported and informed by clear and accurate job descriptions/ person specifications.
- > Take approximately 30 minutes / 45 minutes / an hour, depending on the level of support required and the content of the meeting.
- > Be structured with an agreed agenda in relation to the roles of the individual.
- > Have flexibility within the agenda to discuss additional aspects desired by the Supervisee.

1.14 During Supervision Meetings

During regular supervision meetings, the Supervisor will focus the supervision upon 4 principal areas: practitioner wellbeing check-in; professional discussions around roles and responsibilities; professional discussions around professional practice, including working relationships and discussion around professional development. Some elements which may be discussed during the supervision meeting are outlined below.

1. Practitioner wellbeing check-in.

This may include:

- > Discussions around mental health and wellbeing both inside and outside of the workplace.
- > Physical health in relation to job roles and responsibilities.
- > Wellbeing and mental health.
- > Strategies to support wellbeing.
- > Signposting to other services as appropriate.

2. Professional discussion around roles and responsibilities.

As part of these discussions, practitioners may reflect upon:

- > Self-reflection.
- > Celebration of practice – in relation to what is working well and why?
- > Any concerns held.
- > Child development and progress – this may be in relation to their own key children, and other children in the room.
- > Room organisation and curriculum experiences.
- > Observation, assessment, and curriculum planning for children.
- > Safeguarding.

3. Professional discussion around professional practice including working relationships.

This may include:

- > Self-reflection
- > Links to Staff Code of Conduct
- > Working relationships
- > Parent partnership
- > Concerns

4. Discussion around Professional Development

This may include:

- > Professional Development undertaken.
- > Development needs identified.
- > Training activities suggested.

1.15 Recording Supervision Meetings

A record of the supervision meeting should be taken using the settings agreed proforma. Supervisions should have clearly defined actions, which should be revisited at the next supervision meeting.

The record should be shared with the Supervisee within one week of the supervision meeting. Both the Supervisor and Supervisee should retain a signed copy of the record, which should be kept in a secure and confidential location.

- > Supervisions are to be recorded electronically during the meeting.
- > These are then saved by the Supervisor in a confidential place. Records are printed and signed by both parties.
- > The supervisor will scan a signed copy of the supervision to be saved in a confidential place.
- > Supervisees will retain a paper copy of their own supervision which they are responsible for keeping.

1.16 Concerns about the Supervision Process

All staff have a responsibility to ensure an effective supervision process is in place across our setting. If staff hold a concern regarding the supervision process, these should be reported directly to the Manager, the Deputy Head (Head of Pre-Prep) or the Headteacher.