



## Supervision

Date: November 2025

Review: November 2027

### Policy intention

This policy demonstrates how the culture of our setting is maintained through teamwork, openness and caring and professional relationships. Staff must understand their professional responsibilities to ensure that all children are safeguarded, the welfare of the child is paramount. We are responsible for managing the performance of employees and for ensuring they are suitable to work with children.

We have a duty to take care of staff as well as children, we do this through robust induction, ongoing training and guidance, as well as ongoing supervision.

Staff are responsible for their own actions and behaviour and work together to develop practice, manage risk, use resources and safeguard children. Every employee is in a position of trust and influence, they must adhere to their roles and responsibilities, the requirements of the EYFS and our systems, policies and procedures.

### Procedure

- We have a robust system and arrangements in place for the supervision of staff that have contact with children and families.
- We are responsible for ensuring that all staff are competent in all areas of work that they undertake.
- We provide support, coaching and training for our staff to keep them up to date and develop all areas of their practice, see the [Continued Professional Development Policy](#).
- We foster a culture of mutual support, teamwork and continuous improvement to encourage confidential discussions of any sensitive issues.
- We have a [Safer Recruitment Policy](#) in place to ensure staff are aware of roles and responsibilities as well as job descriptions. Every employee is given a clear induction plan.
- All medication, including staff medication on the premises, is stored securely according to the [Administering Medicines Policy](#).
- Adults taking medication which may affect their ability to care for children should seek medical advice regarding their suitability to do so and we ensure that they only work directly with children if that advice confirms that the medication is unlikely to impair their ability to look after children.
- We consider a range of factors to decide on the specific level of supervision for a member of staff including knowledge, experience, level of responsibility and/or qualification level, number of children, age and stage, as well as the level of need of the child.
- We ensure that temporary or visiting staff, students and trainees are fully supervised and follow the [Safeguarding Policy](#) and [Visitor Policy](#).

## **Supervision Arrangements**

- Supervision will take place on site at Finch Nest Preschool, 3 times a year
- Supervision meetings will be recorded and stored in each employees file
  - The Manager will supervise the Deputy Manager
  - The Manager and Deputy Manager will supervise the practitioners
- After supervision has taken place, staff will be given time to action their targets, source and conduct any CPD.
- CPD can be provided through Flick Learning primarily. External providers may be used for more specialist training.

## **Other useful policies:**

- Public Interest Disclosure (Whistleblowing) Policy
- Safer Recruitment Policy
- Continued Professional Development Policy
- Administering Medicines Policy
- Safeguarding Policy
- Visitor Policy