



**PRIORY SCHOOL**  
EDGBASTON

# **EARLY YEARS STAFF SUPERVISION POLICY**

## **(STATUTORY)**

<b>Trustee Committee:</b>	Risk & Compliance	
<b>Date Approved:</b>	September 2025	
<b>Next of Review:</b>	September 2028	
<b>Member of Staff Responsible:</b>	Serah Mockbil – EYFS Manager	
<b>Trustee Overseer:</b>	Ms Mattison	
<b>Intended Audience:</b>	Employees, Volunteers, Parents and Visitors	
<b>Relevance:</b>	Whole School	No
	Early Years	Yes
	Preparatory	No
	Seniors	No
<b>Access:</b>	Website	Yes
	Internal	No
	Restricted	No

## Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

## EARLY YEARS STAFF SUPERVISION POLICY

The Early Years Foundation Stage (EYFS) places a strong emphasis on welfare and safeguarding standards, stipulating that regular staff supervision is a statutory requirement. In our setting, we are committed to improving outcomes for all children and families and narrowing the achievement gap for vulnerable children. Safe systems, effective management of staff performance, and the well-being of our team are therefore of paramount importance.

### ***Supervision Arrangements***

Supervisions are conducted by the Early Years Manager or, in their absence, a designated member of the management team. Each supervision session is held on a one-to-one basis in a quiet, private space to ensure confidentiality and focus. Supervisions occur every 6–10 weeks, depending on the discretion of the manager and the individual performance and needs of the staff member.

All supervision sessions are formally recorded by the manager. Records are shared with the staff member and securely stored in a locked cabinet to maintain confidentiality.

### ***Purpose of Staff Supervisions***

The main aims of staff supervisions are to:

- Develop confidence, skills, insight, and resilience when working with children, parents and the wider community.
- Establish and maintain positive, cooperative working relationships between leaders and staff, built on mutual trust and respect.
- Provide a reflective and safe space to discuss issues, challenges, or dilemmas encountered in professional practice.
- Reduce stress-related absences and build confidence in managing complex safeguarding or practice-related situations.
- Ensure organisational and staff accountability, professional development and continuous improvement.
- Clarify staff roles and responsibilities, ensuring practice aligns with the setting's values, policies, procedures, and quality standards.
- Monitor progress on Continuing Professional Development (CPD), including identifying training needs.
- Set, review, and evaluate targets or activities related to staff roles and the needs of the setting.

### ***Additional Considerations***

- Confidentiality: Supervision sessions are confidential, with information shared only on a need-to-know basis or where there are safeguarding concerns.
- Feedback: Constructive feedback should be provided during each session to support staff development.
- Action Plans: Any agreed actions, objectives, or follow-up measures will be clearly documented, with progress reviewed in subsequent supervisions.
- Support and Well-being: Supervisions provide an opportunity to identify support needs, discuss workload, and promote staff well-being.
- Safeguarding: Staff are reminded during supervision of their safeguarding responsibilities, and any concerns are addressed in line with statutory guidance and the setting's safeguarding policy.

### ***Monitoring and Review***

The policy is constantly being reviewed to take into account any changes with contacts or procedures and take account of educational initiatives and respond to the future priorities of the school.

## EARLY YEARS STAFF SUPERVISION POLICY

This policy will be monitored by the Early Years Manager, who will report to the Deputy Headteacher on its implementation on a regular basis. It will be reviewed by the designated member of the Governing Council