Privett Montessori
NURSERY SCHOOL

2.3 Supervision

Policy Statement

At Privett Montessori Nursery School, we implement a system of supervision for all staff who have contact with children and families. Supervision forms part of the nursery's overall performance management system and promotes a culture of mutual support, teamwork and continuous improvement. It provides opportunities for confidential discussions, professional development and the early identification of concerns, ensuring that children's welfare and well-being remain at the centre of our practice.

Supervision provides opportunities for staff and their managers to:

- Discuss any issues, particularly concerning children's development or well-being, including safeguarding and child protection concerns.
- Identify solutions to address issues as they arise and agree appropriate actions.
- Receive coaching, guidance and support to improve their personal effectiveness and professional practice.
- Develop their knowledge and skills in order to progress in their role.
- Discuss any concerns relating to changes in personal circumstances that might affect an individual's ability or suitability to work with children.
- **Reflect on their safeguarding responsibilities, professional conduct and the quality of care and education provided to children.**

The frequency of supervision meetings is **every term**, according to individual needs. **Supervision begins from the start of employment, including during the induction and probationary period.** Additional meetings may be arranged whenever necessary. A template agenda is used in all meetings to ensure consistency across the Nursery School. This clearly sets out agreed actions, responsibilities and timescales, identifying what the manager and practitioner are each responsible for.

There should always be something that a member of staff can discuss, such as a particular child's development, strengths, progress or concerns. However, if staff are struggling to identify areas to discuss during supervision, we will ask them to identify three things they have enjoyed about their job or done well since the last supervision and one thing they have least enjoyed or feel requires further improvement. They will be asked to complete this prior to supervision, as part of their responsibilities.

There may be times when supervision needs to be increased for individual members of the team, for example, when concerns arise about a child, when a member of staff is experiencing personal circumstances that may affect their work, for new starters, staff returning after long-term illness or when requested by a member of staff.

It is the responsibility of the Nursery School Manager to plan and ensure that all staff receive regular supervision. At Privett Montessori Nursery School, supervision is carried out by the

Nursery School Manager or Deputy Manager. If, for any reason, a supervision meeting is cancelled, a new date will be arranged within three days.

All members of staff responsible for carrying out supervision are appropriately trained and supported to undertake this responsibility.

Supervision meetings also provide regular opportunities for members of staff to raise any changes in their personal circumstances that may affect their suitability to work with children. **Staff are expected to disclose relevant information in accordance with the nursery's Suitability of Staff Policy (Policy 2.2), including any information relating to criminal proceedings, cautions, court orders or other matters that may affect their suitability.** Any concerns raised will be recorded and appropriate action taken, where applicable, in line with the nursery's safeguarding, child protection and disciplinary procedures.

Each supervision meeting is recorded, including any concerns discussed, agreed actions, the person responsible and the timescale for completion. Progress is reviewed at subsequent meetings to ensure that agreed actions are followed through. Any safeguarding or child protection concerns requiring immediate attention must be reported and acted upon without delay and must never be left until the next supervision meeting.

Staff have a responsibility to ensure that they are available for supervision meetings and that the necessary paperwork is completed. Information shared during supervision is treated confidentially and records are stored securely. **However, confidentiality will not prevent information being shared with the appropriate people or agencies where this is necessary to safeguard children or meet legal requirements.**

The supervision process will be evaluated once or twice a year through staff feedback and will contribute to the overall performance monitoring and continuous improvement of the Nursery School.

Change log		
This policy was changed on	**Signed on behalf of the nursery**	**Reason for change**
7/08/2020	Veronica van Ingen	Adoption of policy
26/10/2021	Veronica van Ingen	No changes, part of annual review
23/01/2026	Veronica van Ingen	No changes
04/11/2026	Veronica van Ingen	Policy reviewed and updated in line with the EYFS Statutory Framework effective from 1 September 2026. Amendments clarify supervision arrangements from the start of employment, safeguarding responsibilities, ongoing suitability, recording of agreed actions and confidentiality.