



Earith Pre-School 7
School Road
Earith, Cambs PE28 3QB
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Staff Supervision

Supervision is a formal and recorded process through which the professional actions of staff are examined and regularly reviewed. It provides a recorded system of decision making that is audited to improve practice and to improve the service that is provided to children and parents.

Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

- discuss any issues – particularly concerning children’s development and well-being
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness

At Earith Pre-School 7 all practitioners who work directly with children and families are supervised by their designated line manager.

Supervision meetings are held every 6-8 weeks for each staff member.

Supervision meetings are conducted in line with existing procedures and are held in a confidential space suitable for the task.

Supervision agreements are drawn up for all staff.

A copy of the supervision record form is retained by the supervisor and a copy provided to the supervisee on request.


Each member of staff has a supervision file which holds a copy of the supervision agreement and their supervision record form. The supervision file is stored securely at all times.

All supervision meetings must include discussions concerning the development and well-being of each of the supervisee’s key children.

Where concerns are raised, the supervisor and supervisee must seek to identify solutions and identify 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.

During supervision meetings members of staff are able to discuss any concerns they have about inappropriate behaviour displayed by colleagues.

This policy was adopted by	Earith Pre-School 7	(name of provider)
On	11 August 2020	(date)
Date to be reviewed	10 August 2021	(date)
Signed on behalf of the management committee		
Name of signatory	Nathan Vingoe	
Role of signatory (e.g. chair/owner)	Chairperson	



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This Policy was reviewed	<hr/>	02 August 2021	(date)
Date to be reviewed	<hr/>	01 August 2022	(date)
Signed on behalf of the management committee			
Name of signatory	<hr/>	Nathan Vingoe	
Role of signatory (e.g. chair/owner)	<hr/>	Chairperson	