6.10 Key person supervision

Staff taking on the role of key person must have supervision meetings in line with this procedure.

Structure

- Supervision meetings for key persons aim to be held every half term. Non key persons supervision meetings aim to be held termly. Informal, ad hoc supervision meetings happen frequently and are recorded if necessary.

- Key persons are supervised by the pre-school manager or deputy. Non key persons supervision meetings can be supervised by senior staff members.

- Supervision meetings are held in a confidential space suitable for the task.

- Key persons should prepare for supervision by having the relevant information to hand.

Content

The child focused element of supervision meetings must include discussion about:

- the development and well-being of the supervisee's key children and offer staff opportunity to raise concerns in relation to any child attending. *Safeguarding concerns must always reported to the designated person/deputy/backup designated person immediately and not delayed until a scheduled supervision meeting*

- reflection on the journey a child is making and potential well-being or safeguarding concerns for the children they have key responsibility for

- promoting the interests of children

- coaching to improve professional effectiveness based on a review of observed practice/teaching and PLOD documents

- reviewing plans and agreements from previous supervisions including any identified learning needs for the member of staff

- During supervision staff can discuss any concerns they have about inappropriate behaviour displayed by colleagues, but must never delay until a scheduled supervision to raise concerns.

- Staff can raise any other personal issues they might like to discuss.

Recording

- Key person supervision discussions are recorded and is retained by the supervisor and a copy provided to the key person.

- The key person and supervisor must sign and date the minutes of supervision within 4-6 weeks of it happening and disagreements over recorded content must be minuted.

- Each member of staff has a supervision folder that is stored securely at all times.

- Concerns raised during supervision about an individual child's welfare may result in safeguarding concerns not previously recognised as such, these are recorded on 06.1b Safeguarding incident reporting form and placed on the child's file. The reasons why the concerns have not previously been considered are explored.

- Additional safeguarding or welfare decisions made in relation to a child during supervision are recorded on the individual case file. The supervisor (if not the designated person/deputy/back up designated person) should ensure the recording is made and the designated person/deputy/back up designated person is notified.

Checking continuing suitability

- Staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children that have occurred during their employment. New information is referred immediately to the designated officer.

- In addition, staff are asked by the manager to complete a Staff Suitability Self-Declaration Form annually, where they are asked if there is any new information pertaining to their suitability to work with children and this is stored in the staff files.

- Where staff are employed on an as and when basis, the manager/deputy/senior room leader completes a staff suitability risk assessment after consultation with the staff member at the beginning of every new period of work.

- The position for students on placement is the same as that for all staff, as appropriate.

Exceptional Circumstances

Where exceptional circumstances prevent supervision, the manager/deputy will try to make alternative arrangements to meet the obligations within the EYFS.

Further guidance

Recruiting Early Years Staff (Early Years Alliance 2018)

People Management in the Early Years (Early Years Alliance 2018)

July 2023