Burman Infant School

Supervision Policy

Spring 2026

Burman Infant School Supervision Policy

Rationale

In accordance with Keeping Children Safe in Education (2025) and the Early Years Foundation Stage Statutory Framework: Annex E (2025), Burman Nursery and Infant School aims to provide a supportive environment for all Staff.

3.34 Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching, and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues. (EYFS 2025).

3.35 Supervision should provide opportunities for staff to:

• Discuss any issues – particularly concerning children's development or well- being, including child protection concerns.

• Identify solutions to address issues as they arise.

• Receive coaching to improve their personal effectiveness. (EYFS 2025).

Effective supervision can play a critical role in ensuring a clear focus on a child's welfare and support practitioners to reflect critically on the impact of their decisions on the child and their family.

What is Supervision?

Supervision is a partnership between the supervisee (member of Staff), the supervisor (Senior Leader) and the setting (Burman Nursery & Infant School). Relationships must be based on trust so that a safe space is created and communications can be effective.

Key Functions:

1. Performance Management
    - Ensure that safeguarding children, performance, and practice is competent, accountable, and soundly based in research and practice knowledge.
    - Ensure that practitioners fully understand their roles and responsibilities, and the scope of their professional discretion and authority.
    - To provide reflective space to analyse ongoing work and specific incidents, to assess risk and need to provide an important check and balance on decision making and planning.
2. Professional Development
    - Professional development needs are considered and supported.
3. Personal Support
    - To provide a reflective space for the supervisee to discuss and work through the personal impact of their role and responsibilities. This includes support to address the emotional impact of the work where required.

Purpose

To ensure Staff receive structured Supervision, supporting high standards of practice, professional growth and safeguarding – aligned with the Early Years Foundation Stage Statutory Framework (2025) and Keeping Children Safe in Education: Annex E (2025) statutory requirements.

Format

- One-to-One Supervision – Formal / informal
- Group Supervision – Formal / informal

Opportunities for Supervision can be planned or responsive, as appropriate to the circumstance. Where Supervision takes place, a Supervision Meeting Record Form will be completed. Supervision Meetings will always, where possible, be conducted face-to-face and the content of a Supervision Meeting will remain confidential, unless child safety concerns require escalation.

Roles & Responsibilities

Headteacher: Ensures consistent implementation and oversight.
Deputy Headteacher / Senior Leaders: Deliver Supervision; maintain secure records.
Staff: Prepare, engage in review, raise concerns, follow through on agreed actions.

Supervision Aims & Content

1. Wellbeing & Workload Review
2. Safeguarding Focus
3. Performance & Development
4. Action Planning

Confidentiality

Confidentiality is to be maintained, unless disclosures trigger safeguarding protocols. Records are stored securely, with access restricted to the Headteacher (DSL) and Deputy Headteacher (DDSL).

Monitoring & Review

This policy will be reviewed annually, to align with updates in KCSiE, the EYFS Statutory Framework and other statutory changes.

Supervision Meeting Record Form

* Please complete all sections which are relevant to the Supervision Meeting.

Supervisor:	
Staff Member:	
Role / Class:	
Date:	

Please circle, as appropriate:

One-to-One	Group	Formal	Informal

Content	Summary of Discussion (Key Points Only)	Actions	When?	Who is responsible?
Wellbeing & Workload				
Safeguarding				
Performance & Development				

Policy Adopted by Board of Governors.

Signed…. M Allen- Chair of Governors

Date 09.02.2026

Policy to be next reviewed Spring 2027