

Butler's Hill Infant and Nursery School

Staff Supervision Policy

Date approved: December 2025

Review date: December 2026

1. Policy Statement

At Butler's Hill Infant and Nursery School, supervision is an essential process for supporting staff, ensuring high-quality provision, and safeguarding all pupils. Supervision provides staff with a regular opportunity to reflect on practice, discuss professional development, review pupil welfare, and ensure safeguarding responsibilities are met effectively.

This policy aligns with:

- **Working Together to Safeguard Children (2023)**
 - **Keeping Children Safe in Education (KCSIE 2024/2025)**
 - **Early Years Foundation Stage Statutory Framework (EYFS)** – supervision requirements
 - **Ofsted Education Inspection Framework (EIF)**
 - **School Safeguarding & Child Protection Policy**
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2. Purpose of Staff Supervision

Supervision aims to:

- ✓ Safeguard children through reflective discussion and monitoring of welfare
 - ✓ Support staff with professional responsibilities, workload, and emotional wellbeing
 - ✓ Strengthen practice and improve teaching and learning outcomes
 - ✓ Identify training needs related to safeguarding, SEND, behaviour, welfare, and curriculum
 - ✓ Ensure staff understand and comply with current safeguarding legislation
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3. Who receives supervision?

Formal supervision applies to:

- DSL and Deputy DSL(s)
- SENDCo and Pastoral staff

- Early Years practitioners (EYFS statutory requirement)
- Teaching assistants, learning mentors, behaviour or safeguarding support staff
- Staff working directly with vulnerable pupils or families

Informal supervision applies to:

- Teachers, subject leads, lunchtime supervisors, admin, and premises staff through ongoing line management, performance management, and team meetings

4. Frequency of Supervision

Role	Frequency
DSL	Every 4–6 weeks (plus peer/LA supervision)
Deputy DSLs	Termly or more as needed
SENDCo/Pastoral Lead	Half termly
EYFS staff	At least once every half term (EYFS statutory)
TAs/Support staff	Termly (or more frequently if supporting targeted pupils)
Newly appointed staff / ECTs	Half termly or as needed
Staff involved in safeguarding concerns	Additional supervision arranged as required

5. Types of Supervision

Formal Supervision

Structured, documented and confidential, between supervisor and supervisee.

Informal Supervision (led by year group leads/DSLs)

Day-to-day check-ins, professional discussions, reflective practice in staff meetings.

Safeguarding/Case Supervision

Focused on child protection, attendance, mental health or complex cases.

6. Structure of a Supervision Meeting

Each session should cover:

1. **Safeguarding concerns** (children's welfare, child-on-child issues, attendance, mental health, domestic abuse, online safety)
2. **Support for specific pupils or families** (SEND, vulnerable pupils, Early Help/MARF referrals)
3. **Professional wellbeing and emotional support**
4. **Practice reflection and development**
5. **Training needs and CPD discussion**

A supervision template is used to record discussions. This takes place each half term with the Nursery lead (DSL) Early years DSL & SENDCo, Year group DSLs with the head teacher.

7. Roles and Responsibilities

Supervisor (usually Line Manager, DSL, SLT, SENDCo)

- Provide a safe, supportive space for reflection
- Identify concerns, actions, and training needs
- Monitor safeguarding compliance and staff wellbeing
- Maintain a secure, confidential supervision record

Supervisee

- Engage openly and professionally
 - Raise any concerns, including workload, safeguarding, wellbeing
 - Follow agreed actions and seek support when needed
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8. Recording and Confidentiality

- A written record **must be completed**, signed by both parties
 - Stored securely in line with GDPR
 - Actions reviewed at next supervision
 - Information is confidential **unless** a safeguarding concern arises, then it must be shared with DSL/Headteacher as per KCSIE requirements
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9. Escalation & Safeguarding concerns

If a supervision session raises a safeguarding concern:

- Follow **school's safeguarding policy and DSL procedures**
- Do **not delay** referral due to waiting for supervision discussion
- Staff must fulfil **legal duty to report** without delay

10. Monitoring Compliance

- Policy monitored by DSL, SENDCo and Headteacher
- Governors receive oversight via termly safeguarding updates
- Ofsted may request supervision evidence linked to safeguarding, SEND and EYFS practice

11. Policy Review

This policy will be reviewed annually or sooner if:

- Legislation changes (KCSIE, EYFS, Working Together)
- Ofsted framework changes
- Safeguarding referral themes require policy updates

Approved by Governing Body: _____

Date: _____

Headteacher: _____

Safeguarding Governor: _____