



Key person supervision

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

Structure

- Supervision meetings are held every half-term for key persons.
- The setting managers undertake supervisions of key persons.
- 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

- To provide a regular 'safe space' for staff/volunteers to be supported and to reflect upon their work and all areas affecting their health and wellbeing.
- To assess staff/volunteer suitability to work with young children, and to review any changes regarding the health declaration and DBS check.
- To develop the ongoing professional understanding and skills of each member of staff and direct individuals to relevant training as appropriate. This can be 'in house' CPD or mentoring as well as external or online CPD.
- To give praise and/or constructive challenge as appropriate.
- To clarify priorities (both individual and wider team).
- To monitor and reflect on personal performance and workload e.g roles and responsibilities and number of key children; including individual cases, identify strengths and how to improve practice.
- To recognise and resolve potential and existing problems.
- To focus on an individual child of concern (safeguarding and/or development) To discuss how personal factors are affecting work and provide support.
- To give an opportunity to moderate, reflect on practice and review judgements to ensure accurate and consistent assessment of children's developmental milestones/concerns about children.
- Supervision sessions and objectives are linked to the setting business plan and ethos.

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- 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 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.

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 file that is always stored securely.
- 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) should ensure the recording is made and the designated person is notified.

Checking continuing suitability

- Supervisors check with staff if there is any new information pertaining to their suitability to work with children. This only needs to be recorded on the supervision meeting record.
- Where staff are on zero hours contracts or are employed as and when needed, their line manager completes the staff suitability self-declaration form quarterly, and/or at the beginning of every new period of work.

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- Regarding the use of agency staff/support workers/self-employed persons there is an expectation that as part of the agreement with agencies they have sought information regarding their employee's suitability to work with children. Line managers must review this regularly.
- The position for students on placement is the same as that for agency staff.

Exceptional Circumstances

Where exceptional circumstances prevent staff from conducting supervision as outlined in this procedure, the line manager is informed in writing, a copy placed on the supervision file and the appropriate actions agreed to ensure that the setting meets its obligations within the EYFS.