

06 Safeguarding children, young people and vulnerable adults procedures

6.10 Key person supervision – child focused aspect.

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

Structure

- Supervision - key child focused meetings take part during staff meetings and are held every half term.
- Key persons are supervised by the setting manager and supervisor.
- Supervision meetings contents are confidential, and any information discussed stays within the team.
- 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.
- reflection on the journey a child is making and the result of any extra provision which has been put in place. *Potential well-being or safeguarding concerns for the children they have key responsibility for are discussed on a one-to-one meeting with the Manager at the time of concern, they are not left until a supervision meeting.*
- promoting the interests of children.
- coaching to improve professional effectiveness based on a review of observed practice/teaching.
- reviewing plans and agreements from previous supervisions.

Recording

- Key person supervision discussions relating to the development of the children or need to put extra help/provision in is recorded within the staff meeting minutes and is retained by the manager and a copy provided to the setting staff.
- The manager and setting staff must sign and date the minutes of supervision within 2 weeks of the meeting and disagreements over recorded content must be minuted.
- Concerns raised during supervision about an individual child's welfare may result in safeguarding concerns not previously recognised as such. In these circumstances a separate one to one meeting with the manager and key person will take place and 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 also explored.

Further guidance

Recruiting Early Years Staff (Pre-school Learning Alliance 2016)

People Management in the Early Years (Pre-school Learning Alliance 2016)