

06 Safeguarding children, young people and vulnerable adults procedures

6.10a Key person supervision personal development

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 and sooner during the probation period or if closer monitoring is required for key persons. For part-time staff this may be less frequent but at least every 16 weeks
- Key persons are supervised by the setting manager.
- 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

- Coaching to improve professional effectiveness based on a review of observed practice/teaching.
- Reviewing plans and agreements from previous supervisions including any identified learning needs for the member of staff.
- Setting targets or plans that need to be worked on and or discussing future training needs.
- Checking on staff well-being and workload.
- To check through supervision paperwork, the staff member has filled out prior to meeting.
- 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 back-up designated officer.

Recording

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

Checking continuing suitability

- Supervisors check with staff if there is any new information pertaining to their suitability to work with children, including any changes in relation to their household members. 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.
- 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.

Further guidance

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

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