# Supervision meeting

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| **Name of setting:** |
| **Employee name:** |
| **Manager name:** |
| **Date of meeting:** |

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| Review of previous supervision meeting |
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| Record of discussion |

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| **Health and wellbeing**  Work life balance  Annual leave  Work load, including specific roles eg SENCo, ENCo  Absences |  |
| **Safeguarding**  Continued suitability  DBS  Social media  E-learning  Children’s attendance  Prevent duty, EYPP  Whistleblowing |  |
| **Discussion of the record of supervision**  Strengths  Areas for development  Package of support |  |
| **EYFS**  Meeting the needs of children  Planning  Assessment/Record keeping  Learning Journeys  Key person  Vulnerable/disadvantaged children  Concerns about children in the setting and in the wider community |  |
| **Mediation**  Working relationships  Working with other agencies  Working with parents |  |
| **Continued professional development**  Review of training attended  Impact |  |
| **Policy updates**  Any changes to policies and procedures are known and understood. | Names of policies  Signature…………………………………Date………………………. |

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| Any training and development needs identified | Actions/Notes | Due by |
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| Actions for Manager | Actions/Notes | Due by |
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| **Statutory Framework for the EYFS**  3.9. Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who may have regular contact with children (including those living or working on the premises), are suitable  3.11. Providers must tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). Providers must not allow people, whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for.  3.14. A provider or a childcare worker may be disqualified from registration. In the event of the disqualification of a provider, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision. Where a person is disqualified, the provider must not employ that person in connection with early years provision. Where an employer becomes aware of relevant information that may lead to disqualification of an employee, the provider must take appropriate action to ensure the safety of children.  3.15. A childminder, childminder assistant or a childcare practitioner working on domestic premises may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed. If a childminder, childminder assistant or childcare practitioner is disqualified they may, in some circumstances, be able to obtain a ‘waiver’ from Ofsted.  *------------------------------------------------------------------------------------------------------------------------------------*  **Disqualification under the Childcare Act 2006 - Statutory guidance for local authorities and schools - 31 August 2018**  1. By amendment of regulation 9 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 Regulations”), we have removed disqualification by association for individuals working in childcare in non-domestic settings (e.g. schools and nurseries).  2. Disqualification by association continues to apply for individuals providing and working in childcare in domestic settings (e.g. where childcare is provided in a childminder’s home).  3. The arrangements continue to disqualify individuals working in domestic and non-domestic settings if they themselves have been found to have committed a relevant offence. |
| **I confirm that I have no disclosures to make and there have been no changes to my personal or professional circumstances that may affect my suitability to work with children.** |

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| **Signed by staff member** |  |
| **Date** |  |
| **Signed by manager** |  |
| **Date** |  |