06.10 – Key Person Supervision

Our Approach

To give every child the best quality care, the staff who act as Key Persons receive regular *supervision*.
This ensures they are supported, reflective and fully able to meet the needs of the children they care for.

🗂️ What Is Key Person Supervision?

Supervision is a private meeting between the staff member and a senior leader.
It is a chance to:

- Discuss key children's progress and well-being
- Talk about any worries or safeguarding concerns
- Reflect on practice
- Review professional development
- Make sure staff remain suitable and confident in their role

📅 How Often Does Supervision Happen?

✔ Every term (approximately every 12 weeks)
✔ More often if needed for performance or support
✔ Always held privately and confidentially
✔ Led by the Manager or Deputy Manager

Staff prepare beforehand by completing a Self-Supervision Form.

🧒 What Supervision Covers About A Child

Every meeting includes discussion about:

✓ The child's learning and development

Are they progressing? Do they need extra support or challenge?

✓ Their well-being

How are they emotionally? How are they settling? Are there any worries?

✓ Safeguarding

Any safeguarding concern must be reported immediately, not saved for supervision.

✓ Planning for next steps

What the child needs next and how staff will support them.

🎓 What Supervision Covers About Staff Practice

Supervision is also a chance to:

- Reflect on observations of staff interactions with children
- Offer coaching and guidance
- Review actions from past meetings
- Identify training or development needs
- Discuss any concerns about staff conduct (these must always be raised immediately)

Staff are reminded they must share any new personal information that could affect their suitability to work with children (e.g. new police cautions or court orders).

📝 Recording Supervision

Every supervision meeting is written up on People Bunch and we use a metric system:

✔ A copy is available to the staff member to see on People Bunch
✔ Staff can add a comment
✔ Any disagreements are noted
✔ Notes and forms are uploaded to secure staff files (PeopleBunch)

If safeguarding concerns arise:

- A safeguarding form is completed
- Notes are added to the child's Famly account
- The DSL is informed
- Additional actions are recorded on the child's safeguarding file

✔️ Checking Staff Suitability

As part of supervision, staff are asked if anything has changed that could affect their suitability to work with children.

For certain staff, suitability checks also include:

- Zero-hours staff → suitability forms completed every quarter
- Agency / supply staff → we expect agencies to complete suitability checks; we review regularly
- Students → treated the same as agency staff

⚠️ If Supervision Cannot Happen

In rare cases (illness, emergencies, closures):

- The manager is informed in writing
- A note is added to the supervision file
- A new plan is put in place to ensure we still meet EYFS requirements

📚 Further Reading for Parents

- *Recruiting Early Years Staff* (Early Years Alliance)
- *People Management in the Early Years* (Early Years Alliance)