



Supervision Audit Tool

Ethos and values	Yes	No	Actions to take
Clear systems and procedures are in place to support supervision. These may include. <ul style="list-style-type: none">• A Supervision Policy• A Supervision Agreement• A Supervision Meeting Schedule / Date Planner• A Training Plan• Supervision Record Forms			
Supervision is valued by all staff and all staff are committed to this.			
Organisation and structure	Yes	No	Actions to take
A clear organisational structure is in place across the early years provision.			
Clear and concise job descriptions and person specifications are in place for all staff including Leaders, Managers, Assistants, and Volunteers and these are understood.			
There are systems in place which ensure that Line Managers only supervise a small number of people.			
All those leading or undertaking supervision have received training to enable them to fulfil the requirements of this role.			
All those leading or undertaking supervision are provided with time to fulfil the requirements of this role in relation to the meetings themselves and the completion of related paperwork.			
An appropriate physical environment for supervision is provided.			

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The implementation of supervision for staff, volunteers, and assistants	Yes	No	Actions to take
High quality supervision is in place for all staff, including assistants and volunteers and supervision meetings are held regularly.			
The agenda for supervision meetings, time and location is agreed by the Supervisor and Supervisee prior to the meeting.			
Regular confidential face to face supervision meetings take place between a named Supervisor and Supervisee. These supervision meetings provide opportunities to: <ul style="list-style-type: none"> • Discuss any issues – particularly concerning children’s development or wellbeing, including child protection concerns. • Discuss any concerns and issues as they arise and identify potential solutions. • Receive coaching and mentoring. • Explore and assess relevant information about the Supervisee, their current situation and workload. 			
Supervision meetings provide an opportunity for staff to reflect on practice.			
Clear actions are set within supervision meetings, and these are reviewed at the next supervision meeting.			
Supervision meetings are recorded and in line with data protection, supervision records are stored safely and confidentiality.			
The settings training plan is informed by the outcome of supervision meetings.			
Following a supervision meeting staff access training, and / or receive coaching and mentoring from Leaders, Managers, or peers to support them in their role and to improve their personal effectiveness.			
Where appropriate this training is also cascaded to other staff members.			

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The implementation of supervision for Leaders and Managers	Yes	No	Actions to take.
<p>Leaders and Managers receive regular supervision which enables them to:</p> <ul style="list-style-type: none"> • Discuss any issues in relation to the leadership and management of the setting, children's development and well-being, and staff well-being. • Discuss any concerns and issues as they arise and identify potential solutions. • Receive coaching and mentoring to improve their personal effectiveness. 			
Supervision meetings provide an opportunity to Leaders and Managers to reflect on practice, leadership, and management of the provision.			
Targets are set within Leaders and Managers supervision meetings, and these are reviewed at the next supervision meeting.			
Supervision meetings which take place for Leaders and Managers are recorded and In line with data protection, supervision records are stored safely.			
Any training needs and further support for the Leader and Manager in terms of professional development or personal growth is added to the setting training plan.			
Following supervision meetings Leaders and Managers access training, and / or receive coaching and mentoring from other Leaders, Peers, or Consultants to support them in their role and improve their personal effectiveness.			
Where appropriate this training is also cascaded to other staff members.			
Reviewing and monitoring the effectiveness of supervision	Yes	No	Actions to take
Staff views of the supervision process are gained through feedback, questionnaires, and staff discussion. These are valued and used to improve practice throughout the setting.			
Leaders, Managers, and all staff review the systems and procedures in place regularly to assess how well they are working and make appropriate changes to improve effectiveness			

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