**Table 3.6**

Staff supervision form

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| Staff supervisionNames of participantsTime and date of meeting |
| Supervision should provide opportunities for staff to:* discuss any issues – particularly concerning children’s development or well-being
* identify solutions to address issues as they arise
* receive coaching to improve their personal effectiveness

(EYFS, *Statutory Framework*, 2017)Prompts:* What’s going well?
* Let’s look back at the last session and the agreed actions together
* What have you been thinking about that it would be helpful to talk over?
* Have you got any current concerns in your work?

Notes:Agreed actions following supervision (up to three):1.2.3.SignedIf there is any disagreement about this note or the actions please record your views below. As a member of staff, you are required to sign the form to confirm that the session went ahead. |