**Table 3.6**

Staff supervision form

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| Staff supervision  Names of participants  Time 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.  Signed  If 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. |