

## 06 Safeguarding children, young people and vulnerable adults' procedures

### 6.10 Key Person Supervision

Staff who take on the role of key person must have supervision meetings in line with this procedure.

#### Structure

- Supervision meetings are held termly for key persons.
- Key persons are supervised by the business manager and/or the setting manager.
- Supervision meetings are held in the business manager's office which is a confidential space suitable for the task.
- Key persons should prepare for supervision by having the relevant information to hand.

#### Content

The child focused element of supervision meetings must include discussion about:

- the development and well-being of key children and offer staff opportunity to raise concerns in relation to any child attending. *Safeguarding concerns must always be reported to the DSL and/or the DDSL immediately and not delayed until a scheduled supervision meeting*
- reflection on the journey a child is making and potential well-being or safeguarding concerns for the children they have key responsibility for
- promoting the interests of children.
- coaching to improve professional effectiveness based on a review of observed practice/teaching
- reviewing plans and agreements from previous supervisions including any identified learning needs for the member of staff
- During supervision staff can discuss any concerns they have about inappropriate behaviour displayed by colleagues but must never delay until a scheduled supervision to raise concerns.
- Staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children that have occurred during their employment. New information is referred immediately to the DSL and/or the DDSL.

## Recording

- Key person supervision discussions are recorded and retained by the business manager.
- The key person and manager must sign and date the minutes of supervision.
- Each member of staff has a personnel file that is always stored securely.
- Concerns raised during supervision about an individual child's welfare may result in safeguarding concerns not previously recognised as such. These are recorded on the purple forms and reported on CPOMs.
- Additional safeguarding or welfare decisions made in relation to a child during supervision are recorded. The DSL and/or the DDSL ensure the recording is made.

## Checking Continuing Suitability

- The business manager checks with staff if there is any new information pertaining to their suitability to work with children. This is recorded on the supervision meeting record.
- Staffing agencies have sought information regarding their employee's suitability to work with children.
- The position for students on placement is the same as above

## Further guidance

[Recruiting Early Years Staff](#) (Alliance Publication)

[People Management in the Early Years](#) (Alliance Publication)