

Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone. We offer children experiences to support their development. Empowering them to reach their full potential



Sticky Fingers Pre-School  
Newlands  
% Newlands Primary School  
Windermere Avenue  
Millbrook  
SO16-9QX  
023 80764499  
07442379780

Sticky Fingers Pre-School  
Redbridge  
% Redbridge Primary school  
Studland Road  
Millbrook  
SO16-9BB  
02380 764717  
07726772381

Sticky Fingers Pre-school  
Tanners Brook  
% Regents Park Community  
centre  
Elmes Drive  
Millbrook  
SO15-4PF  
07871880785

Sticky Fingers Pre-school  
Spring road  
% 14th Itchen Scout hut  
Spring road  
Sholing  
Southampton  
SO19-2NZ

<https://www.facebook.com/stickyfingerspreschool>  
[info@stickyfingersps.co.uk](mailto:info@stickyfingersps.co.uk)

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

### 06.11 Key person supervision

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

#### Structure

- Supervision meetings are held every half term for key persons.
- Key persons are supervised by the setting manager or deputy.
- Supervision meetings are held in 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 the supervisee's key children and offer staff opportunity to raise concerns in relation to any child attending. *Safeguarding concerns must always reported to the designated person 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 designated officer.

Keeping children safe in Education 2024 -

[https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping\\_children\\_safe\\_in\\_education\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf)

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## Recording

- Key person supervision discussions are recorded on the staff members personal file on CPOMS and a copy provided to the key person.
- The key person and supervisor must sign and date the minutes of supervision within 4-6 weeks of it happening and disagreements over recorded content must be minuted.
- 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 child's file on CPOMS. The reasons why the concerns have not previously been considered are explored.
- Additional safeguarding or welfare decisions made in relation to a child during supervision are recorded on the individual case file.

## Checking continuing suitability

- Supervisors check with staff if there is any new information pertaining to their suitability to work with children, including any changes in relation to their household members. This only needs to be recorded on the supervision meeting record.
- Regarding the position for students on placement, there is an expectation that as part of the agreement with agencies they have sought information regarding their employee's suitability to work with children. Managers must review this regularly.

## Exceptional Circumstances

Where exceptional circumstances prevent staff from conducting supervision as outlined in this procedure, the lead practitioner is informed in writing, a copy placed on the supervision file and the appropriate actions agreed to ensure that the setting meets its obligations within the EYFS.

## Further guidance

Recruiting Early Years Staff (Pre-school Learning Alliance 2016)

People Management in the Early Years (Pre-school Learning Alliance 2016)

Amended: July 2024

Chair or Manager on behalf of Sticky  
Fingers:

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