

Supervision

Employee Name:		Job title:	
Manager Name:		Date/time:	

Discussion point	Pre-meeting note (to be completed by the employee)	Discussion notes	Documentation to bring
Annual Leave Review any changes/additions to annual leave or any plans for leave			Annual Leave authorization sheet/log
Sickness/absence Discuss any absences and reasons			Unauthorized absence report/sickness report (if appropriate)
Are you taking any medication? If so, does it affect your ability to work with children and have you sought medical advice?		Providers must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability	

<p>Have your personal circumstances changed since the last supervision? This includes convictions, court orders, reprimands and warnings, plus changes in your household members, that may affect your suitability to work with children</p>		<p>Providers must liaise with the LADO in LBWF if staff disclose anything</p>	
<p>Do you have any safeguarding/child protection concerns for any of the children in your care, or who attend the nursery?</p>			
<p>Do you have any concerns or wish to discuss any aspect of the nursery and its management? This includes ratios, staff performance and behaviour management.</p>			
<p>Have any new policies or procedures been introduced? If so, which ones and have you read and understood them?</p>			

Performance Review

TARGET	DISCUSSION	ACTIONS	TO BE COMPLETED BY
All 2 year olds have a comprehensive Progress Check			
Good health is promoted, administration of medicine and all accidents/incidents and concerns are recorded and a copy shared with the parents within 24 hours			
Children's behaviour is managed according to the policy. Any physical intervention is recorded and parents notified			
Risk assessments in and out of the setting are regularly undertaken and H&S issues addressed promptly			

TARGET	DISCUSSION	ACTIONS	TO BE COMPLETED BY

Discussion points:

- 1) Are they experiencing any challenges/barriers in achieving their targets?
- 2) If so, what have they done/can be done to resolve this?
- 3) Are there any areas where they require support/training/further information?

General comments

Employee signature & print name		Date:
Manager signature & print name		Date:
Date & time of next Review		