

Name:

Date:

Early Years Supervision Check-in

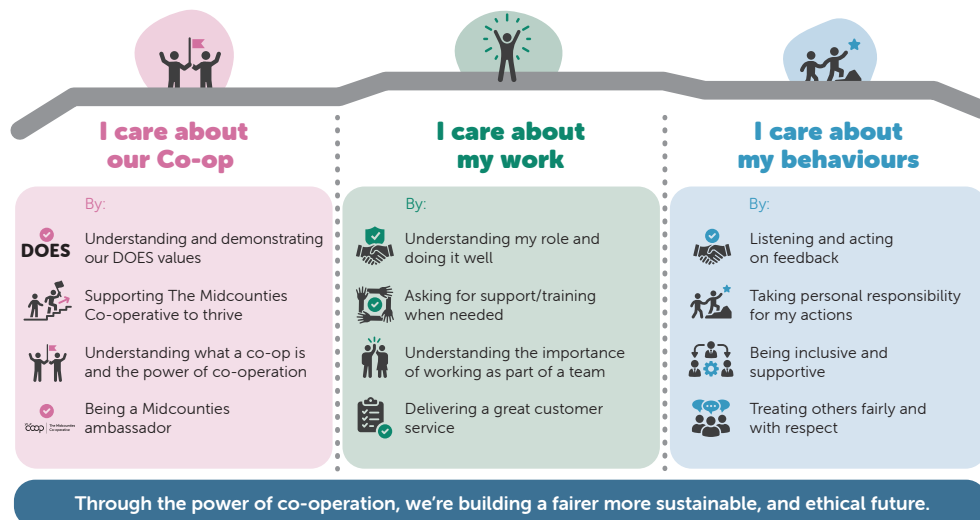
Regular supervision check-ins are one of the most powerful tools in your manager toolkit. They're simple, and make a big impact helping your team feel seen, supported, and motivated to do their best work. It's also a great moment to recognise the brilliant things they do every day. Supervision check-ins keep everyone focused, aligned, and moving forward with energy. When you create space for honest, two-way conversations, you build a culture where people feel they truly belong. You've got everything you need right here to make check-ins meaningful and lead with confidence.

Every six months, document a supervision check-in and use it as an opportunity for meaningful conversations about safeguarding and first aid.

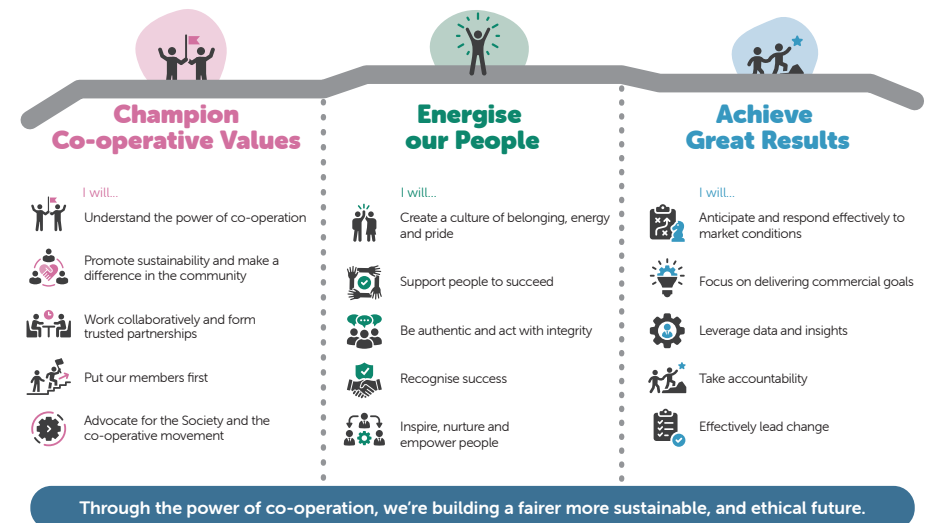
Use the framework to:

1. Set clear, meaningful goals
2. Discuss standards and expectations
3. Support ongoing development and growth

Our Co-operative Colleague Framework



Our Co-operative Leaders Framework



Manager Feedback Preparation

Use this guidance to get ready for a focused supervision check-in and feedback session with your colleague. Take a moment to review and observe their practice. Then, use the areas below to shape a meaningful and supportive conversation.

Child Centred Practice

- Review key person observations, planning & assessments
- Reflect on the quality of interactions and engagement with children
- Consider understanding and support for children with SEND, EAL, EYPP – do they know who needs what?

Environment & Safety

- Assess the learning environment – does it promote engagement and independence?
- Review Safety practices and risk assessments – are they being followed effectively?

Professional Development & Team Alignment

- Share your priorities (e.g. action plan, outstanding strategy) to bring the colleague on the journey
- Reflect on peer observations and identify any training or support needs
- If applicable, review apprentice progress and discuss next steps – how are they progressing?

Mandatory Training

- Is all mandatory training up to date, or is there anything still outstanding that needs attention?
- What progress has the new starter made with their mandatory training, and how is it beginning to show in their day-to-day approach or confidence in the role?

Transitions & Routines

- Observe how transitions are being supported – what's working well or needs improvement?
- Evaluate the quality and consistency of routines, including mealtimes and outdoor play

Partnership & Communication

- Consider the quality of parent relationships and handovers – are they warm, informative and consistent?
- How has your colleague responded to feedback from other professionals, and what impact has this had on their practice?

Visits & Feedback

- What feedback from REQL or ROM visits do you need to share with your team?
- What actions are required in response to feedback from a recent OFSTED inspection or internal audit?
- Has this feedback influenced or shifted current priorities? What does this mean for your colleague's role or focus?
- Which key points from these visits could help strengthen team development or ensure consistency in Practice?



Conversation Starters

These conversation starters are here to help you spark meaningful chats, ones that support your colleagues, bring out their best, and show genuine appreciation for all they do. They're not a script, just a flexible guide to help you shape the conversation. Touch on each stage of the supervision check-in, and adapt your approach to the colleague you're talking to. Keep it relaxed, supportive, and focused on moving forward.

1. Wellbeing — How are you?

- How have you been feeling lately, both at work and outside of it?
- What's been going well for you recently – any wins or highlights you'd like to share?
- Is there anything on your mind that could impact your wellbeing or focus?
- What support could help you feel your best right now? Are you aware of what's available like Grocery Aid or Mental Health Champions?
- How are you managing your current workload, and are there any strategies or support that could help improve it?

2. Performance — How's your work going?

- How are you managing your current workload, and are there any strategies or support that could help improve it?
- What have you done recently that you're proud of, and what's going well in your day-to-day work?
- Are there any challenges or barriers affecting how you work – and if you could remove just one, what would it be?
- What have you learned from recent training, and how has it influenced or changed the way you work?
- What support, training, or tools would help you feel even more confident and equipped to do your job well?
- Where in the framework do you feel most confident, and what's one area you'd like to develop further?

3. Safeguarding — Are children safe?

- Can you explain your understanding of our safeguarding procedures, including how and where to report concerns?
- What would you do if the Designated Safeguarding Lead (DSL) was unavailable and urgent action was needed?
- How confident are you in recognising and responding to safeguarding issues, and have you had sufficient training?
- Is there anything about the safeguarding or reporting process that you find unclear or difficult to follow?
- Have you had any recent safeguarding concerns about children or colleagues that you'd like to raise?

4. Child development— Are children making progress?

- Are there any children whose development or well-being you're been particularly mindful of recently?
- Can you share any observations about families or home situations that might benefit from additional support or monitoring?
- Have you noticed any changes in any child's behaviour, mood or development that you think we should be monitoring?
- How confident do you feel in recognising and responding to potential developmental delays, and what helps you in this?
- Tell me about one of your key children – how are you currently supporting their learning and development?

5. Children & Actions - Are children actively involved in their learning?

- Which recent interaction or activity had the biggest positive impact on a child's engagement or learning? What made it effective?
- Can you share a time when you adapted your approach to better meet a child's needs? What did you observe as a result?
- Are there children who could benefit from more stretch and challenge in their learning experiences?
- What support—such as resources, training, or environmental changes would help you better meet children's needs?
- Looking ahead, what will be your top priority for your key children in the coming weeks, and is there an opportunity to share your practice to support consistency across the setting?

7. First Aid- Are staff confident and capable in emergencies?

- What does DRABC stand for, and why is it important in an emergency?
- How do you perform CPR on an adult and a child—what are the key differences?
- How should you respond to a choking adult or child?
- What steps would you take to treat major injuries like broken bones, anaphylaxis, or severe bleeding?
- Which incidents must be reported to OFSTED or RIDDOR, and why?

9. Wrap Up - What's Worth Highlighting Right Now?

- Share key updates from Managers meetings, Society & Travel communications, Colleague Council etc.
- Celebrate progress and acknowledge the effort that's driving success
- Confirm next steps and agreed actions to keep momentum going
- Remind colleague to book a check-in or development chat anytime
- Thank colleague for their remarkable service and openness

6. Manager feedback - How are we doing against your goals?

- Here's what I've observed about your performance — what's working well and where I see opportunities to grow. What are your thoughts on that?
- How does that align with your own reflections and recent experiences?
- Let's review your goals - what progress have you made on your goals?
- What specific actions will you take to build on your strengths and address any challenges?
- What outcome will you aim for, and how will you measure your progress?

8. Moving Forward — What's next?

- What are your top priorities over the next few weeks?
- What support, training, or tools would help you feel more confident and equipped – and how can I best support you to succeed?
- How can you support with social media and generating new customers and members?
- Here are some actions we've taken or are planning based on recent pulse feedback—do you think these are heading in the right direction? and is there anything specific you think could further improve things at our site or across the region?
- What learning or development opportunities would support your future career goals?



Colleague Goals

Use this space to capture what your colleague’s working towards right now. Make sure each goal follows the SMART approach so it’s clear, doable, and trackable.

That means:

- Specific** – What exactly are they aiming to do? What’s the plan?
- Measurable** – How will you know when it’s done? What info or results will show progress?
- Achievable** – Can they realistically pull this off? Do they have the tools and skills they need?
- Relevant** – Does this goal make sense for the team, Trading group and the Society? Why does it matter?
- Time-bound** – When’s the deadline? What’s the timeframe for getting it done?

Goal Description What exactly are they trying to achieve? Be specific and action-focused.	How we’ll measure it What information or results will show progress? Think numbers, milestones, or outcomes.	Deadline & Relevance When should it be done, and why does it matter to the team, trading group or the Society?

Conversation Summary

Summarise the main takeaways touch on how they're feeling (wellbeing), how things are going (performance), any feedback shared, development opportunities, what their most focused on at the moment (priorities) and any agreed next steps (actions).

NOTES