

Staff Supervision Meeting Record

Structured one-to-one supervision notes and sign-off



Little Squirrels Childcare · Updated June 2026 · Manager Fiona Tynan

Staff member:

Position:

Date:

Manager:

Discussion topics

Safeguarding Health & safety Behaviour support Inclusion Curriculum planning Parent communication

Key points discussed

Notes

Action agreed Responsible Target date

Training & professional development

Training completed Date Next due

Sign-off

Staff:

Manager:

Related documents Staff Training Matrix Probation Review Form

Little Squirrels Childcare · Staff Supervision Meeting Record · v1.0 · Page 1 of 1 Manager: Fiona Tynan · fiona.tynan@yahoo.co.uk · 087 165 5241