**Name of practitioner being observed …………………………………………. Observer …………….…………………………**

**Date of observation ……………………………….………… Start time …………………….…………………**

**End Time ……………………………….….......**

**Focus for observation (activity/experience, care routine) …………………………………………………………………….**

**Area of practice practitioner would like specific feedback on …………………………………………………………….….**

|  |  |
| --- | --- |
| **Observation Prompts (use the examples from the list, or add your own)** | **Observation notes** |
| **Prompts when observing the practitioner’s interactions with children:** |  |
| **Prompts when observing the practitioner supporting children’s involvement and learning:** |  |
| **Feedback** | **Notes** |
| Elements of effective practice/key strengths  (ask practitioner what they felt went well and then add points taken from observation notes)  You could ask them to score their own practice on a scale of 1-10 |  |
| Areas for development  (ask practitioner what would make their practice even better….)  If you used the scaling question (above) ask them what they could do to move them from, say a 7 to an 8. |  |
| Reflection on what both have learnt from this observation that will improve their own/their setting’s practice |  |
| Possible next steps.  (to be discussed with line manager at supervision) |  |

**Date of feedback: ……………………………………………………**

**Signed by practitioner: ……………………………………………………**

**Signed by observer: ……………………………………………………**

*This sample is for guidance only and may be adapted to best fit the requirements of the setting. Consistency within the setting is recommended.*