



Registered Charity No 1035670

SUPERVISION AND APPRAISAL POLICY

This is Beckley Preschool's policy on Supervision & Appraisals.

In accordance with the EYFS Statutory Framework providers must put appropriate arrangements in place for the supervision of their team and regular team appraisals should be carried out. The aim of this policy is to provide a framework for the one to one supervision and appraisal system for all staff working in the setting.

Beckley Preschool aims to provide high quality childcare services to all children, parents and carers using our provision. To achieve this, all staff must:

- Understand what is expected of them
- Have the skills, knowledge, behaviours, values and attitudes necessary to carry out their role
- Be fully supported in their work and managed effectively.

Supervision and appraisal are systems that have been put in place at the setting to achieve the above objectives. This policy sets out how staff will be supervised and provides supervisors with the information needed to supervise staff effectively.

The reference to 'team' in this policy refers to all permanent, temporary, full time, part time, bank, and voluntary staff members within the setting.

The reference to 'supervisor' in this policy refers to any staff member who has supervisory responsibility for other staff within the setting.

Supervision

The purpose of supervision is to help staff to improve the quality of the work they do, in order to achieve agreed objectives and outcomes.

Supervisors will have responsibility for the supervision of team members and the work they do.

In addition, supervision meetings will be held with team members on a one to one basis every six weeks and organised by the Committee. For new team members, these meetings will be held on a two weekly basis during the probationary period. Attendance at supervision meetings is compulsory and will be organised during the team member's working hours.

The aims of the supervision meetings are to allow staff and their supervisors to:

- Discuss issues or difficulties
- Identify solutions to address issues
- Be coached in tackling issues as they arise
- Review work and workload
- Explore feelings
- Develop practice and competencies
- Plan future action
- Ensure every child's safety and wellbeing
- Focus on individual children and their development and progress
- Monitor standards

The discussions and actions of the supervision meetings will be recorded on a supervision form within one week of the meeting taking place. Both the Supervision Leader and staff member will be required to sign off

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the form. The form will be filed in the staff member's personnel file, treated as confidential and reviewed at the subsequent supervision meeting. A signed copy of the supervision form will also be given to the team member for their records.

If a team member has concerns over the supervision they are receiving, in the first instance these concerns should be raised with the team leader. However if the issues are not resolved, the concerns should then be raised with the management committee.

Appraisal

Appraisal is a way of regularly and systematically recording an assessment of a staff member's performance, potential and development needs. The true aim of an appraisal system is not to blame, reward or praise but to develop. If an appraisal is conducted properly it will help the staff member to form an objective view of their past performance, as well as encourage better performance for the future. According to the Early Years Foundation Stage Statutory Framework, regular staff appraisals should be carried out to identify the training needs of staff.

All team members will receive a formal annual appraisal meeting of their performance and development needs. This meeting will be held on a one to one basis with the committee chair in term 6, during the team member's working hours and is compulsory. Each team member will be given two weeks' notice of the meeting and be asked to complete an appraisal form in preparation for the meeting.

During the appraisal meeting the following will be discussed:

- Review previous objectives (looking at previous appraisal document) and whether these have been met
- Review of supervision notes throughout the year
- Praise achievements in the last 12 months
- Look at current role and responsibilities and whether this needs to be reviewed
- Give constructive feedback on areas of difficulty and look at ways of overcoming them
- Look at the required professional skills and knowledge and identify any development needs
- Agree new objectives for the next 12 months
- Plan and agree actions

The discussions and actions of the appraisal meetings will be recorded on an appraisal form within two weeks of the meeting taking place. Both the committee chair and team member will be required to sign off the form. The form will be filed in the team member's personnel file, treated as confidential and reviewed at the subsequent appraisal meeting. A signed copy of the appraisal form will also be given to the team member.

This Supervision and Appraisal policy and process will be reviewed once a year.

This policy was reviewed by the Management Committee of Beckley Preschool on 6th November 2014.

Signed on behalf of the management committee:

Name of signatory:

Role of signatory:

Reviewed on:

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