

Appraisal & Supervision Policy

Aim

- To set a structure for appraisal and performance monitoring of new staff.
- To set a structure for supervision of staff, volunteers, visitors and students.
- To confirm procedures for existing staff.
- To identify lines of management for reporting purposes.
- To confirm procedures relating to storage and disclosure of appraisal and supervision information.

New staff

All new staff will be subject to a staged review process. Stages will be:

- one week after starting work, and
- one month after starting work, and
- three months after starting, and subject to completion of probation, and
- at the end of the reporting year.

Reviews at one week and one month will be informal with only serious deficiencies being recorded in writing in the staff file. A copy will be issued to the member of staff following discussion and the drawing up of an action plan to remedy the problem(s). If reviews are satisfactory and no issues are raised, the reporting officer will note only that the reviews have been completed.

Completion or extension of a probationary period will be confirmed in writing at the 3 months stage. If extended, further reviews may be set at the discretion of the reporting officer. An action plan will be drawn up to highlight deficiencies and steps to improve.

Line Management

- For pre-school staff the Pre-School Leader is the line manager.
- The Chair of the Management Committee is the line manager of Pre-School Leader.

Storage and confidentiality of appraisal and supervision reports

Appraisal and supervision reports are to be kept in staff files in a lockable cabinet. Access to appraisal and supervision material is restricted to the job holder, Pre-School Leader, the Chair of the Management Committee or Committee member appointed by the Chair of the Management Committee.

Job holders may keep their own copies of reports.

Reports should be kept for the duration of employment and for 5 years thereafter.

Appraisal procedure

Appraisals are held annually in the Autumn Term. The Pre-School Leader will be appraised by the Chair of the Management Committee and one other Committee member and all other staff will be appraised by the Pre-School Leader and a member of the Management Committee.

- Staff invited to complete a self appraisal form and issued with a form at least 2 weeks before the review.
- Staff will be notified of the review date.

- The date should be agreed where possible. Allowances should be made for staff wishing to have more time to prepare for their review.
- Reviews should take place in private and adequate cover should be arranged to allow the review to continue to its conclusion.
- Reporting staff should make notes of any areas of concern during the review and agree on next steps to resolve if appropriate (e.g. referring to another member of staff/Committee).
- Notes should be made of any concerns raised/training needs identified during the review.
- Areas of achievement raised on the self appraisal forms should be recorded.
- A written report will be prepared during the review. The member of staff should be allowed 2 weeks to read the report before signing and returning it to the Chair of the Committee. Any comments made about the report should be noted and actioned where appropriate.
- A six month review will be held with the Pre-School Leader to assess on going performance targets etc. This will be arranged in advance as for the annual appraisal and any actions or comments recorded on the original appraisal form.

Procedure for supervisions

- Supervisions are a regular meeting between staff members and their line management. This is usually with their immediate line manager, the Pre-School Leader. However, it may also be with the Chair, or a designated member of the Management Committee. The Pre-School Leader is supervised by the Chair or the member of the Management Committee responsible for Safeguarding.
- Supervisions are held every half-term and provide regular review and two way feedback on team member performance and an opportunity for management and staff to raise any concerns or issues they may have.
- They are also a safe forum for all adults who work, visit or volunteer at Stepping Stones pre-school to voice their concerns. These may be about a child or another adult who attends the pre-school or about the working practices of the setting.
- Bank staff, visitors, volunteers and students also need to be given the opportunity to share any concerns one to one. Bank staff should be supervised once a term and regular volunteers once every half term. Students on placement should be met with once half way through their placement and at the end of their placement, unless the placement exceeds one half term and then supervisions would be held in line with permanent staff.
- Regular visitors should be informed of the supervision and Safeguarding Policy and given the opportunity to discuss any concerns privately at the end of their visit.
- The role of supervisions should be explained to all new staff, volunteers and visitors.
- Staff should bring their previous supervision form to the meeting in order to track on-going concerns and actions.
- Supervision forms are completed in the meeting, a copy made for the staff file and a copy held by the supervisee.