



# Staff Supervision & Appraisal Policy

## Policy statement

Tithe Barn Preschool is committed to ensuring the safety and welfare of its staff, children, all and the business as a whole. In order to maintain this, the preschool implements the following Supervision and Appraisal procedures in line with the Early Years Foundation Stage Safeguarding and Welfare Requirements.

## Supervisions

The Early Years Foundation Stage (DfE 2012), states:

*“3.19. Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.”*

*“3.20. Supervision should provide opportunities for staff to:*

- *Discuss any issues – particularly concerning children’s development or well-being;*
- *Identify solutions to address issues as they arise; and*
- *Receive coaching to improve their personal effectiveness.”*

While the areas of discussion and issues that arise are likely to change over time, the meetings are an opportunity to discuss:

- Work / Life Balance
- Mental and Physical Health and Well-Being
- Equalities & Diversity
- Health and Safety
- Recent successes and progress
- What hasn’t gone well and how we can improve this together
- EYFS – planning, record keeping, assessment, monitoring
- Staff development
- Review of training accessed/impact
- Key children discussions
- Priorities for coming term
- ACTIONS & review dates

Supervision meetings should take the form of a two-way discussion to ensure that employees are clear about their role and expectations of them, and the support that is available to them. The above areas, as shown in the Supervision Records provide a structure for the content of a supervision meeting. However, managers and employees should feel comfortable in these meetings to discuss any queries or concerns that they have. It is therefore important to ensure that sufficient time is set aside for them, that they take place without distractions or restrictions as to the areas that can be covered.



These meetings do not replace the annual Appraisal but are in addition to it. A written record signed by the manager and employee, of every supervisory meeting will be kept showing what was discussed and what action needs to be taken. These will be stored in individual's staff files in the filing cabinet.

## Annual Appraisals

Appraisals will be held in addition to termly Supervision meetings and will take account of all information gathered throughout the year at such meetings. They will be held during the Summer Term.

The purpose of Annual Appraisals is to;

- Review the past year including;
  - Mental and Physical Health and Well-Being
  - Self-Assessment: This will be completed before the meeting by the member of staff
  - Job description and the extent to which it accurately reflects the post holder's current role and responsibilities.
  - The extent to which last year's Annual Appraisal objectives were met.
  - Major tasks and percentage of time spent on each
  - Major achievements.
  - Areas of difficulty and possible ways of overcoming them
- Plan for the year ahead - setting clear achievable targets and objectives
  - To be effective, objective setting must not only consist of clear identification of what activity is to be undertaken, it must also identify how it is going to be achieved, what standard of performance is expected and how, if possible, it will be measured.
  - Objectives should contribute to the achievement of the SEF.
- Identify training & development needs and how to achieve them.
- Offer support or guidance to improve the employee's performance.
- Discuss ways to better develop the setting from the perspective of the employee and manager.

## Confidentiality

The content of Supervision/Appraisal meetings will be confidential to the two people concerned, except where either person needs to speak to the management regarding training needs or matters which seriously affect another person, or to the parent of a child where there are concerns, in which case the other person will be advised of this.

Any disclosure of concerns relating to Safeguarding and Child Protection will be acted upon immediately and documented according to the settings and LSCB policies and procedures. If you have any concerns regarding the above, you must inform the managers immediately and not wait until Supervisions / Appraisals.

All supporting documentation can be found in your individual file stored in the filing cabinet.

Written January 2017

Reviewed annually

Signed:  