

Staff Appraisal and Supervision Policy

Pickering Pre-school Playgroup recognises the need for regular and effective supervision of all staff that have contact with children and families. Supervision will provide 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. Meetings should be not interrupted. A supervision for each member of staff should happen at least three times in an academic year (once per term). Items discussed in supervisions ensure that a yearly staff appraisal should not have a large percentage of topics not already brought up by either party in supervisions throughout the year. A standard form should be used for supervisions. Copy of which will be given to the supervisee and a copy retained securely.

The purpose of supervision should, if correctly implemented:

- ✓ Review staff member's work load
- ✓ Monitor progress and review the direction of their work
- ✓ Identify gaps in any training and skilled in order to enhance professional development
- ✓ Celebrate work achievements
- ✓ A place to be challenged supportively and constructively
- ✓ Issues related to work are addressed
- ✓ Emotional well-being / work life balance is managed correctly
- ✓ Mutually agreed and acceptable boundaries are agreed
- ✓ A place to offload any concerns from either party.

A supervisee can expect from supervision:

- ✓ A place where guidance is received
- ✓ To be challenged, a place to address actions and expect them to be followed up on
- ✓ That notes and records of the sessions are made and stored appropriately
- ✓ An assessment of training needs
- ✓ Support is offered
- ✓ That the supervisor has an understanding of the supervisee's work and workload
- ✓ Acknowledgement and praise is received
- ✓ Work is discussed and targets are agreed
- ✓ Any issues can be discussed, particularly concerning children's development or wellbeing.
- ✓ Identify solutions to address any issues they raise
- ✓ Received coaching to improve their personal effectiveness
- ✓ A place where personal things (not work related) can be discussed, but only as an option if the supervisee wishes
- ✓ A place to offload.

Procedure

- ✓ Supervision meetings usually last approximately an hour
- ✓ Supervision should take place in a private and uninterrupted place
- ✓ If meetings are cancelled for any reason they should be rescheduled as soon as possible
- ✓ Notice and relevant paperwork will be given to the employee prior to supervision meetings.
- ✓ Both parties should bring relevant paperwork to the meeting
- ✓ It is the supervisor's responsibility to record the meeting and provide a copy for the supervisee and file appropriately
- ✓ Both parties should sign the agreed paperwork
- ✓ A date for the next meeting should always be arranged before the end of the current supervision

Staff Appraisals will take place annually and will consist of a **one to one** meeting between the member of staff and the Pre-school Manager or Chair of the Committee. Under normal circumstances the meeting should be one to one meeting. Should either party be considering that a witness be needed the other party will be informed prior to the meeting. The Pre School Manager will have their appraisal with the Chair Person with a staff member present as a witness. Prior to the meeting each member of staff will be given notice advising of the date of the meeting, and inviting them to consider the following pointers, which can be discussed in the meeting:

- ✓ Immediate improvements which could be made in relation to this individual's job.
- ✓ Immediate improvements which could be made to the Preschool.
- ✓ Longer term improvements which could be made either to the Preschool or the individual's job.
- ✓ How the individual would like to see the job develop in the coming year.
- ✓ New areas of work or responsibility that the individual would like to take on.
- ✓ Any difficulties which the individual is experiencing in the work.

The Pre-school Manager will bring forward any issues that are felt relevant to the work of this particular member of staff and will make notes on the discussion which arises. A standard form will be used for this purpose. A copy of the notes will be given to the member of staff shortly after the meeting.

If as a result of the meeting specific action is considered relevant, a date for this action to be completed will be set, and the member of staff will be informed of this. Where necessary a date for a further meeting will also be set.

Copies of staff supervision form and appraisal form and notes will be kept locked in the appropriate personnel file.

Confidentiality - Confidentiality will be maintained in accordance with the Confidentiality policy. Any discussion made between supervisor and supervisee remains confidential.

This policy was adopted at a meeting of Pickering Pre-School Playgroup held on 31st August 2023.

Date to be reviewed – Before end of August 2024.

Signed on behalf of the management committee

Name of signatory – Richard Allenby (Chairperson).