



Supervision and Appraisal policy and procedure

Supervision

Supervision is a recorded process through which the professional actions of staff are examined and regularly reviewed. It provides a recorded system of decision making that is audited to improve practice and to improve the service that is provided to children and parents.

Supervision acts as a means for ensuring that members of staff have access to the support, training and procedures they require for professional growth and development.

Supervision enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Supervision meetings should provide opportunities for staff to:

- discuss any issues – particularly concerning children’s development and well-being and any issues affecting their own well-being
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness

At Nailsworth Playgroup, all practitioners who work directly with children and families are supervised by their designated line manager.

Supervision procedures

- Following a successful probationary period, line managers, will hold supervisory meetings at regular intervals with each employee, one in the first term and as appraisals occur in the second term, a third meeting can be requested in the summer term, however all staff will be required to fill out a questionnaire.
- During a probation period, probation supervisions are held once a month with a review of performance meeting held at the end of the probation period, which could end in dismissal.
- From time to time the manager may need to discuss the content of these meetings with others, for instance members of the committee/relevant room lead.
- These supervisory meeting may take place with the room lead present at the meeting.
- While the area of discussions and issues that arise are likely to change over time, the meetings are an opportunity to discuss work performance, recognition of achievements, performance concerns, any learning and development needs and any concerns.
- Supervision with managers will normally include discussing quality, safeguarding issues, relevant practice issues, implementation of policies, steps to improve the settings grading, occupancy levels etc. Focus will also be on discussing each individual’s key children and their progress.
- These form 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.

- Employees should feel comfortable in these meetings to discuss any queries or concerns that they have.
- It is important to ensure that sufficient time is set aside for them.
- These meetings do not replace annual appraisals but are in addition to it.
- A written record, signed by the manager and employee, of every supervisory meeting is kept in the employee's staff file to show what was discussed and what action needs to be taken.
- These records are the property of the organisation not the individual, although staff can request to view these records.
- There is no statutory right to be accompanied at any supervisory meeting.
- The supervisory process is intended to support two-way conversations between the manager and the employee.

Appraisals

All members of staff have a responsibility and an entitlement to develop professionally throughout their careers, with the support of their management team.

The Performance Management/Appraisal process is viewed as an opportunity for each member of staff to reflect upon their practice and plan for their development in the coming year. It is an active process in which the reviewee collaborates with their reviewer, and other colleagues, to share insights, skills and best practice in order to bring about professional growth.

Appraisals Procedure

- Appraisal provides a platform to recognise excellence in performance as well as identify areas for improvement.
- The main aim of an appraisal is to assist employees to improve their performance, benefiting both employees and the setting.
- All employees should know who their line manager is.
- The appraisals will review the employee's past performance.
- Discussion of the employee's strengths and weaknesses.
- Discussion of any problems and barriers with a view to identifying solutions.
- A review of the extent to which the employee has achieved set targets.
- Discussion of appropriate targets for the forthcoming year.
- Identification of training and development needs in relation to the employee's current job.
- Identification of training and development needs in relation to a job that the employee may do in the future.
- A review of the employee's long term potential.
- If there are areas where performance needs to be improved this should be discussed and recorded.

- There is no statutory right to be accompanied at any appraisal meeting. The appraisal process is intended to support two way conversations between the manager and the employee.
- The Manager will ensure that the written reports from these meetings are kept in confidential storage.
- Each member of staff has a statutory responsibility to contribute fully in the appraisal process.
- Employees must perform well and contribute to improving and sustaining a good educational provision for children in the playgroup.
- Where there are concerns that the employee is not meeting the relevant standards, a review should take place and objectives may be revised by the Manager, within an acceptable time frame set by the Manager.
- When setting the appraisal objectives, the Manager should take into account evidence such as:
 - Peer on peer observations, planning, Learning journeys etc.
- The manager should discuss appropriate and reasonable levels of support, training and development opportunities to enable the employee to meet the appraisal objectives.
- Employees will ensure that they fully prepare for both the review of their previous appraisal objectives and the setting of new appraisal objectives for the next appraisal period. This should include being aware of all relevant professional standards that apply to their role at the preschool.
- Employees will gather and provide all relevant evidence as agreed and on their appraisal form.
- The employee will be given at least five days' notice of the appraisal meeting.

Confidentially

Appraisals should be treated with confidentiality between the manager/committee and employee, except where statutory obligations exist, when disclosure is necessary for the protection of the children and/or for the effective management in the playgroup and/or maybe required by law or for the purposes of obtaining appropriate professional advice. All persons involved in an appraisal will be expected to maintain appropriate levels of confidentiality. Breaches of confidentiality will be taken very seriously and may result in disciplinary action being taken.