

Staff Appraisal and Supervisions

2021/2022

Employment/Safeguarding

Policy Statement

Purpose

This policy sets out the framework for a clear and consistent assessment of the overall performance of the staff at Ladybirds Nursery, and for plans for improving our educational provision and continual professional development.

It also sets out the arrangements that will apply when staff fall below the expected level of competence that is expected of them.

Appraisal in this nursery will be a supportive and developmental process designed to carry out that all the staff have the necessary skills and support you need to carry out your role effectively. It will help to ensure that staff are able to continue to improve their professional practice and to develop as early years practitioners.

Effective supervision is:

- ❑ Linked to the recruitment and retention of front-line practitioners
- ❑ Provides a supportive environment for staff to reflect on their practise.
- ❑ A facility for professional development and personal support.
- ❑ A source of effective challenge to ensure the quality of work which in turn improves better outcomes for children and their families.

Definition of Supervision

Supervision is an on-going process in which staff receive guidance and support and challenge in a formal setting, in order to meet organisational, professional and personal objectives. It must be noted that ongoing discussions/supervisions can occur outside of the formal arrangements for supervision and should always be captured and recorded to support either an individual child, or the supervisee.

The Appraisal Period

The appraisal period will run for 12 months, with supervisions being carried out in between.

An initial appraisal will be carried out on the commencement of your employment, this will be the starting point for your future supervisions and appraisals.

Supervisions

There are 4 main elements to effective supervision. Although it is not necessary to have a complete balance of the four functions in each supervision session, it is important not to let any one of them consistently dominate the supervision process.

- ❓ **Managerial and accountability:** concerned with ensuring that the work of the supervisee is carried out to the expectations and standards of the nursery. This seeks to monitor and explore the quality of an employees work, to ensure standards and obligations are being met, and to provide clarity in the roles and responsibilities of each individual. This involves giving the supervisee feedback on their performance, acknowledging and appreciating good performance and identifying and planning how to address areas of underachievement.
- ❓ **Development and education:** the supervisory process is a key element in the continuing professional development of staff. The role of the supervisor is to help the worker to reflect on current performance, to reflect and identify areas for development and plan on how these can be best met.
- ❓ **Support:** Childcare can sometimes be a stressful situation. The supportive function of supervision is extremely important to allow staff to cope with any difficult situations. We will value staff by understanding they are people, not just professionals. This element encourages the staff to explore their own feelings and thoughts, and how we can help them as managers. This function also assists in monitoring the overall health and well-being of the staff member with regards to stress.
- ❓ **Mediation and advocacy:** concerned with building relationships between the individual and the nursery as a whole organisation.

You will receive an "on the job" induction in accordance with the induction pack, this will be completed within 3 months of you commencing your role.

All our supervisory relationships must establish a clear, secure and transparent footing, providing a safe and positive environment to enable the staff member and the supervisor to meet the needs of the children and to achieve a positive outcome.

It is vitally important that the supervision is seen as non-threatening and is conducted in such a way as to allow a free exchange of views and opinions. Such differences that may exist need to both aired and valued. It is, after all, rare for there to be only one way of achieving a particular task or requirement and these sessions will provide a valuable opportunity for vital critical analysis of decisions and actions taken or planned.

A key element of the supervision session is the development of a mutual trust between the two parties which will allow the sharing of concerns either in work or outside of work which may have an impact on performance.

The following aspects will be adhered to in a supervision session:

- ❑ Location - supervision will be conducted in a private comfortable surrounding where interruptions are less likely to occur.
- ❑ Length - The length of the supervision may vary, this depends on the agenda of the supervision. If the session is going on for too long, then the session may be resumed at a later date agreed by the two parties.
- ❑ Agenda - Supervisions should follow the agenda agreed by the supervisor and supervisee in advance or at the onset of the session.
- ❑ Recording - The formal discussion will be recorded in writing by the supervisor. The supervisee will be asked to read the notes and sign to say they agree with the discussion and any action that are to be taken.
- ❑ Confidentiality - The supervisor will ensure that confidentiality is held, unless a safeguarding issue arises for any child or other staff member. The supervisor will make this clear at the beginning of the session.

Your performance will be reviewed regularly during supervisions, this will include your ability to carry out your job to the best of your ability, your attendance, your time keeping and your appearance will also be reviewed at this time. Your understanding of your role in Ladybirds Nursery will also be reviewed, making sure you are keeping up to date with any continual professional development.

We will gain feedback from your colleagues about your performance throughout the year during your supervisions and this information will also

be used during your annual appraisals.

You will also have feedback about your own personal strengths and weaknesses since the last appraisal.

You will have the opportunity to comment and discuss any points you may like to raise.

You will be given clear guidance about any improvements you will be required to make and be praised for your hard work and efforts.

Supervisions can be as often as one a week, if the need arises, but definitely one supervision every 6 weeks as a minimum.

During your supervisions you will be expected to relay sound knowledge to the manager about your key children, any safeguarding issues, and how they are developing. You must also display how you are engaging parents of your key children into their learning and development.

Supervisions have been carried out with regard to Covid and how staff are managing the situation.

Staff feel welcome to talk to managers about how they are feeling, and if they have any problems.

The management team are aware that staff may have to self-isolate due to themselves, or being in close contact with someone who has tested positive. We are aware that they may feel that this will cause inconvenience to the nursery, but we have made sure that they feel comfortable and secure in the fact that this is not their fault, and certainly will not be penalised at work for abiding by the law and self-isolation. (Omicron Variant and staff who have not had 2 jabs)

Although the restrictions around Covid-19 have been lifted and life is now all about 'Living with Covid' we will still be mindful about any individual who has been affected by the pandemic in any way.

We will be aware of any staff's own mental health regarding the Covid pandemic.

Critically Reflective Practise

It may, during the appraisal/supervision, be clear that we need to make any necessary changes to your role, or room of work, this may depend on your personal circumstances, or if any issues arise as a result of the appraisals. You will be given written notice of the changes before they occur.

If your performance is found not to be of a satisfactory standard required by Ladybirds Nursery, your performance will then be monitored, and you will receive supervisions on a regular basis in order to help and support you in your improvement.

Failure to improve your performance under the supervision process could result in disciplinary action being taken against you.

Critical reflection is significant in enhancing practise through all levels of childcare. Reflective practise can be provided by your managers, alternatively this task could be delegated to another person with suitable status and experience.

Your appraisal and capability process will be treated with confidentiality and carried out by Gill and Zoe.

Policy Issued January 2016

Date to be Reviewed January 2017

Date Reviewed July 2016

Date to be Reviewed July 2016

Date Reviewed May 2017

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Date to be Reviewed January 2021

Date Reviewed September 2021

Date to be Reviewed September 2022

Date Reviewed December 2021

Date to be Reviewed December 2022

Date Reviewed March 2022 Covid Restrictions Lifted

Date to be Reviewed March 2023

Date Reviewed

This policy will be reviewed sooner than the policy review date should any new information become available.