

SECTION 2

General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

Employment and staffing

2.5 Staff Supervision/Observation & Appraisal

Policy statement

We provide regular supervision and annual appraisals for all staff, volunteers and managers in order to improve the quality of care and learning for the children, by helping all the staff to realise their potential and to carry out their duties more effectively.

We aim to help all staff to recognise their achievements and help them to identify ways of maintaining high quality or enhancing their skills and performance. All staff are encouraged to improve their performance, through appropriate guidance, counselling and training.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive Practice 1.3 Keeping safe	2.1 Respecting each other 2.3 Supporting learning	3.3 The learning environment 3.4 The wider context	

Supervision/Observation Procedures

Regular supervision/observation of staff will be carried out by members of the management team. Supervision/observation will take place during the normal working sessions its purpose is to identify both positive and if any, negative aspects of staff members work practice in order that we can assist them in building on the positives and working on the negatives.

- Supervision/observation will be a short 15 minute session where a member of the management team will observe a staff members practice.
- It will take place on any given day, no notice will be given to staff.
- Any concerns raised are kept confidential.
- Staff will be encouraged to attend any training which will help enhance their performance.
- On completion of the supervision/observation a brief summary will be recorded in the Managers staff supervision/observation file.

Appraisal Procedures

An appraisal is a confidential, two way open discussion between the manager and staff members. Its purpose is to identify both positive and if any, negative aspects of staff members work performance in order that we can assist them in building on the positives and working on the negatives.

- The manager arranges an appraisal interview with each member of staff.
- The manager's appraisal interview will be arranged with the Deputy Manager and Director representative.
- All staff are issued with the appraisal form at least 7 days before the appraisal interview, in view that this will give the member of staff time to think and focus on their current performances and encourage them to plan for the year ahead.
- Any concerns raised are kept confidential.
- Staff will be encouraged to attend any training which will help enhance their performance.
- On completion of the appraisal interview a summary document will be added to the staff members personnel file.

Legal framework

- **Data Protection Act 1998**
- **Human Rights Act 1998**

This policy was adopted by

Young Discoverers

On

11th September 2012 (date)

Signed

Name of signatory

Mrs Karen Keene

Role of signatory

Manager