

## DENISE WILLIAMS SUPERVISION AND APPRAISAL POLICY

### **SUPERVISION AND APPRAISAL POLICY**

Setting Name: Denise Williams – Childminder/Childcare Provider on Domestic Premises  
Date of last revision: November 2018

In accordance with the EYFS Statutory Framework providers must put appropriate arrangements in place for the supervision of their staff and regular staff appraisals should be carried out. The aim of this policy is to provide a framework for the one to one supervision and appraisal system for all staff working in the setting.

Our setting aims to provide high quality childcare services to all children, parents and carers using our provision. To achieve this, all staff must:

- Understand what is expected of them
- Have the skills, knowledge, behaviours, values and attitudes necessary to carry out their role
- Be fully supported in their work and managed effectively.

Supervision and appraisal are systems that have been put in place at the setting to achieve the above objectives. This policy sets out how staff will be supervised and provides supervisors with the information needed to supervise staff effectively.

The reference to 'staff' in this policy refers to all permanent, temporary, full time, part time, bank, and voluntary staff members within the setting

The reference to 'supervisor' in this policy refers to any staff member who has supervisory responsibility for other staff within the setting.

#### **Supervision**

The purpose of supervision is to help staff to improve the quality of the work they do, in order to achieve agreed objectives and outcomes.

Supervisors will have responsibility for the daily supervision of staff and the work they do.

In addition, supervision meetings will be held with staff on a one to one basis termly or as required and organised by the appropriate supervisor. For new staff, these meetings will be held on a weekly basis during the probationary period. Staff attendance at supervision meetings is compulsory and will be organised during the staff member's working hours.

The aims of the supervision meetings are to allow staff and their supervisors to:

- Discuss issues or difficulties
- Identify solutions to address issues
- Be coached in tackling issues as they arise
- Review work and workload
- Explore feelings
- Develop practice and competencies
- Plan future action
- Ensure every child's safety and wellbeing
- Focus on individual children and their development and progress
- Monitor standards

The discussions and actions of the supervision meetings will be recorded on a supervision form within one week of the meeting taking place. Both the supervisor and staff member will be required to sign off the form. The form will be filed in the staff member's personnel file, treated as confidential and reviewed at the subsequent supervision meeting. A signed copy of the supervision form will also be given to the staff member for their records.

If a staff member has concerns over the supervision they are receiving, in the first instance these concerns should be raised with the Supervisor. However if the issues are not resolved, the concerns should then be raised with Denise.

## **Appraisal**

All staff will receive a formal annual appraisal meeting of their performance and development needs, attendance at this meeting is compulsory. This meeting will be held on a one to one basis with Denise during the staff member's working hours. Each staff member will be given one week's notice of the meeting and be asked to complete a self assessment appraisal form in preparation for the meeting.

During the appraisal meeting the following will be discussed:

- Review previous objectives (looking at previous appraisal document) and whether this have been met
- Review of supervision notes throughout the year
- Look at current role and responsibilities and whether this needs to be reviewed
- Give constructive feedback on areas of difficulty and look at ways of overcoming them
- Look at the required professional skills and knowledge and identify any development needs
- Agree new objectives for the next 12 months
- Plan and agree actions

The discussions and actions of the appraisal meetings will be recorded on an appraisal form, within one week of the meeting taking place. Both the supervisor and staff member will be required to sign off the form. The form will be filed in the staff file, treated as confidential and reviewed at the subsequent appraisal meeting. A signed copy of the appraisal form will also be given to the staff member.

This Supervision and Appraisal policy and process will be reviewed at least once a year.