



## **REVIEWING AND APPRAISING STAFF POLICY**

It is important to embrace the process of appraisal and supervision as an effective tool for supporting staff members, developing personal and professional skills and creating a culture of mutual support dedication and teamwork.

Appraisals referred to as Personal Development Reviews (PDR's) occur annually for an employee who has completed their probationary period, are led by a department Manager or Supervisor. The PDR process is a two way meeting, with the opportunity to give, as well as receive feedback.

Meetings are pre-planned and follow a formal structure with a set agenda. Individuals are given a two week notice of a meeting date and time, allowing them a period in which to reflect and prepare. Supervisions are a formal and recorded process through which the professional actions of child based nursery 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 provided to children and parents.

During supervision meetings members of staff are able to discuss any concerns they have about their key children and families or inappropriate behavior displayed by colleagues, management or support staff.

### **Supervision Acts**

As a means of ensuring that Pre-School Practitioners have access to the support, training and procedures they require for professional growth and development. It enables them to reflect on the quality of their practice and thus facilitate discussions.

### **Accountability**

Whilst it is assumed that all Pre-School staff will embrace the opportunity for PDR's and confidential meetings with their line manager and therefore crucial that individuals understand the importance of a commitment to regular meetings.



If an individual has concerns about the Pre-School Manager or Management Team that is scheduled to conduct the supervision then in the first instance they must read the Complaints and Allegations against staff policy, and if appropriate raise this with the setting Manager.