

28. Appraisal and Staff wellbeing

Version number	Dates produced & approved	Reason for production & revision	Author	Locations	Proposed next review date
V1.0	Jun 2016	First adopted	C Timbrell	Dropbox.com Website	June 2017
V2.0	Sept 2017	Reviewed, updated & Version controlled	K Coupe, G Potter & E Roberts	Dropbox.com Website	2019/20
V3.0	2 Nov 2020	Reviewed and updated	J Dyer	Dropbox.com Website	Nov 2021
V4.0	Nov 22	Reviewed and updated	J Dyer	Dropbox Website Hard Copy	Nov 2023
V5.0	May 2024	Reviewed and updated. • document name changed • inclusion of extract from EYFS	J Dyer	Drobox Website Hard copy	May 2026

Statement of Intent

An appraisal is a formal and recorded process through which the professional actions of staff are examined and 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. Staff wellbeing is an informal discussion kept in confidence between the line manager and employee.

Aim

The aim of this policy is to promote a consistent approach to staff supervision throughout North Nibley Pre-school, to ensure that individual management supervision of staff is geared to achieving the objectives of the setting, and in doing so to enhance the quality of staff performance to enrich the Pre-school's provision.

Methods

- An appraisal 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.
- Appraisals enables supervisors and supervisees to examine and reflect on the quality of their practice and to facilitate discussion. Appraisal meetings should provide opportunities for staff to:
 - discuss any issues;
 - identify solutions to address issues as they arise;
 - discuss training opportunities to improve their personal effectiveness;
 - For the supervisor to give praise when due;

- All staff who work directly with children and families are appraised by their designated line manager.
- Appraisal meetings are held yearly but more regular meetings can be held should the employee request it or the line manager deem it necessary.
- Appraisal meetings are conducted in line with existing procedures and are held in a confidential space suitable for the task.
- Appraisal agreements are drawn up for all staff (see Appendix 1).
- A copy of the Appraisal record form is retained by the supervisor and the supervisee.
 - All aspects of the appraisal must ultimately focus on promoting the effectiveness of staff wellbeing and their practices of peer-to-peer observations.
 - During appraisal meetings members of staff can discuss any concerns they have about inappropriate behaviour displayed by colleagues.
 - During appraisal meetings staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings relating to themselves (or anyone in their household) which may affect their suitability to work with children that have occurred during their employment with North Nibley Pre-school. Any new information is immediately referred to the committee chair.
 - Wellbeing sessions are to be held in confidence in a quiet area at least two times a year.

Form for recording appraisal meetings.

It is important that all appraisal meetings are properly and promptly recorded so as to:

- maximise impact;
- support completion of agreed actions within agreed timescales; and avoid any confusion or disputes.

It is advisable that both parties sign the appraisal record with the opportunity to record any points of disagreement.

Extract from the Early Years Statutory Framework (EYFS) January 2024

3.27 Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching, and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues.

3.28 Supervision should provide opportunities for staff to: • Discuss any issues – particularly concerning children’s development or well-being, including child protection concerns. • Identify solutions to address issues as they arise. • Receive coaching to improve their personal effectiveness.

Associated Policies & Procedures

- No 4 : Safeguarding children and child protection
- No 18 : Employment and staffing

Appendix 1: Appraisal Agreement

We agree that an appraisal will be given and received in accordance with the North Nibley Preschool appraisal policy which includes more detail of the process.

The appraisal agreement is between

And (Insert name of appraisee)

Policy 28 Appraisal and Staff Wellbeing outlines what each of us expects from the appraisal process and what our responsibilities are.

- We will arrange annual appraisal meetings.
- We will treat our conversations with respect for each other's views. Both of us should feel free to express personal views and opinions without prejudice.
- We will hold appraisals in a quiet area where other people cannot overhear us. We will keep the contents of the appraisal confidential, although some issues may need to be referred to the appraisee line Manager or other agencies if necessary (eg. Social Services).
- We will keep a written record of each appraisal meeting which we shall both sign and each of us have a copy.
- We will both complete any actions agreed at appraisal within the agreed timescale. At our next appraisal, we will review the notes of the previous appraisal to ensure that all actions have been carried out.

Signed: Signed:

(staff member)

(line manager)

Date: Date: