



SUPERVISIONS AND APPRAISALS POLICY

Purpose

We implement a system of regular Supervisions and Appraisals for all our staff following their induction and probation period. Supervisions and Appraisals are part of the nursery's overall performance management system and promote a culture of mutual support, teamwork, and continuous improvement. In addition, it encourages the confidential discussion of sensitive issues, including the opportunity for staff and their managers to:

- Discuss any issues – particularly concerning children's development or well-being
- Identify solutions to address issues as they arise
- Receive coaching to improve their personal effectiveness
- Develop their own skills to progress in their role
- Discuss any concerns relating to changes in personal circumstances that might affect an individual's ability/suitability to work with children.

Policy

The senior management team carries out all Supervision and Appraisals.

All staff members responsible for carrying out Supervisions and Appraisals are trained and supported prior to carrying these out.

The frequency of

- Supervision takes place 4-6 weekly or according to individual needs.
- The appraisal takes place annually

A [Supervision form](#), [Appraisal form](#), and associated [information gathering forms](#) are used in all meetings to ensure consistency across the nursery. This clearly sets out who does what and the timeframe, i.e. what the Manager is responsible for and what the practitioner needs to do.

The role of the Manager/Supervisor is to:

- ensure that Supervision/Appraisal sessions are planned/booked in advance and are not cancelled unnecessarily
- provide a safe environment where the staff member can reflect, and be challenged on their professional safeguarding practice
- review the staff member's professional practice, quality of teaching and knowledge, teamwork
- provide professional advice and expertise
- provide an opportunity for the staff member to discuss how they are feeling.
- help the staff member to manage the emotional impact of work and assist the staff member in dealing with any stress to maintain objectivity and deliver a high-quality service.
- identify learning and development needs.
- review targets and achievements
- ensure that Supervision/Appraisal is diarised within the required timescales and is recorded.

The responsibilities of the staff member are:



- to prioritise attendance at Supervision/Appraisal and work with the supervisor within the boundaries of this practice guidance
- to take responsibility for improving their own practice in line with the requirements of Supervision/Appraisal
- identify development and training needs in partnership with their supervisor.
- carry out all tasks agreed within Supervision/Appraisal.
- To ensure any concerns about practice are brought to the supervisor's attention and recorded.

Staff have a responsibility to ensure that they are available for supervision meetings and that the necessary paperwork is complete. Information shared in supervision sessions is confidential. The supervision process will be evaluated once/twice a year through staff feedback and is used as part of the overall performance monitoring system at the nursery.

There should always be something that a member of staff can discuss, e.g. a particular child's development, strengths, or concerns. However, if there are times when staff may be struggling to identify areas to discuss in a Supervision we will ask them to identify three things they have enjoyed about their job/done well since the last Supervision and one thing they have least enjoyed/requires further improvement.

There may be times when Supervision may be increased for members of the team as and when needed, i.e. if they have particular concerns about a child or if they are going through personal circumstances at home, for new starters, staff returning after a long-term illness, on request from staff.

Supervision meetings also offer regular opportunities for staff members to raise any changes in their personal circumstances that may affect their suitability to work with children. This should include any incidents resulting in a reprimand, caution or prosecution by the police, any court orders and/or changes to their health. These changes are recorded as a declaration on the individual member of staff's supervision form and appropriate action is taken, where applicable, in line with the safeguarding/child protection and disciplinary procedure.

The supervisor has the responsibility to clarify the parameters of confidentiality, particularly if personal issues are discussed. Supervision cannot always be wholly confidential because the supervisor is acting on behalf of the organisation as well as the staff member, and appropriate action must be taken for whistleblowing and safeguarding and to address issues around poor performance. Consideration needs to be given to what information is shared outside the supervisory relationship e.g. personal information about each other, discussions about colleagues and other team issues and how is it negotiated.

Supervisions/Appraisals are to be signed by both supervisor and staff member to indicate agreement that it is a correct account of the meeting. Where there is a disagreement, both supervisor and staff member should make notes and sign.

Associated documents:

- [Supervision form](#)
- [Appraisal form](#)
- [Pre Appraisal forms / Senior Report / Team Member Report](#)
- [Whistle-blowing policy](#)



- Safeguarding policy
- Employment policies and procedures