



## **STAFF SUPERVISIONS AND APPRAISALS**

### **SUPERVISIONS**

York Childcare recognises that the effective supervision of staff has a significant part to play in delivering a high quality childcare service and contributes towards improving outcomes for children.

#### Individual Supervisions

All staff will have individual supervisions on no less than a bi-monthly basis. This will guarantee a minimum of 6 individual supervisory sessions per year.

Each session will last for approximately 1 hour.

This supervision will be conducted by the Nursery Manager, with the Room Managers conducting supervisions on an alternate times basis.

Each staff member should complete a supervision form prior to the meeting, on which they are able to record any issues/ items that they might wish to discuss. These forms can be downloaded by them from the website.

The Nursery Manager will note any discussion and any agreed targets on the supervision form.

The Nursery Manager / Room Manager and the member of staff sign the supervision form. It should be dated and copied. The copy will be filed confidentially in the relevant staff file in the Manager's Office; the original is to be given to the employee.

The structure and effectiveness of supervisions will be reviewed regularly at Managers Meetings.

Issues arising in supervisions remain confidential between supervisor and supervisee, unless a specific issue arises which requires broader discussion. In this instance, this would be pointed out to the employee at the time; Managers will refer details to the General Manager / HR Advisor.

Copies of supervision forms are not sent to the General Office.

From time to time the General Manager will sample the quality of supervisions by sitting in and witnessing a supervisory session and by reading randomly selected written records.

#### Group Supervisions

There will be occasions when small groups of staff can meet together, valuably contributing to the wider supervisory process.

Group supervision is complementary to, rather than a substitute for, one-to-one supervision.

Group supervision is always centred on developing the people who are participating, with a specific focus on achieving better outcomes, usually linked to a specific topic or task.

#### AIMS OF THE SUPERVISION

For the individual member of staff to gain:

- Positive support and advice
- Feedback about their work
- Direction from their line manager



For the line manager to gain:

- A perception of how things are going
- An improved understanding of the individual and any issues they may have
- An opportunity to hear the staff members' views and ideas on the development of their role

#### **CONTENT OF SUPERVISIONS**

Each supervision meeting should provide opportunity to discuss and reflect on the following areas:

- Key achievements since the previous supervision.
- Management of workload, with opportunity to discuss any difficulties which may have arisen.
- Key person responsibilities, including opportunity to review children's development records.
- Concerns which a member of staff may have (eg Health and Safety, Safeguarding).
- Health and wellbeing of each employee, including a review of holiday, sick leave and training records.
- Continuous Professional Development (CPD).
- Additional responsibilities; review of work undertaken and / or required.

#### **INFORMAL REPRIMAND**

Supervisions can be used to discuss ongoing performance and conduct related matters. An informal reprimand may be given as part of the supervision process.

### **APPRAISAL**

York Childcare operates a system of appraisal concentrating on the personal development of each individual member of staff. Appraisal is a positive procedure designed to monitor outcomes and put in place suitable training to support staff in their posts. It is not designed to deal with disciplinary matters or grievances, which have separate well-stated procedures.

Appraisals are held not more than annually, giving staff the opportunity to raise issues and obtain feedback on their individual development. It is not meant to act as an additional method for raising grievances.

All appraisals are kept strictly confidential, between the appraiser(s) and the appraisee, unless issues need to be taken up in which case the appraisee will be told. The General Manager sees all appraisal forms.

It is the responsibility of each line manager to organise appraisals.

Staff appraisals are not used in the salary review process.