



<b>Name:</b>	<b>Date written:</b>
<b>Supervision and Appraisal Policy</b>	<b>Sept 2021</b>
<b>Written by/Reviewed by:</b>	<b>Date of Review:</b>
<b>Louise Lloyd-Evans/Emma Holmes</b>	<b>15/9/23</b>

### **Policy Statement**

The EYFS Statutory framework states:

“Providers should ensure that regular staff appraisals are carried out to identify any training needs, and secure opportunities for continued professional development for staff.”

At Young Friends we aim to carry out supervision meetings in December and April and yearly appraisals in the summer. This policy illustrates the procedures we undertake to ensure everyone feels supported and heard in equal measures, and our staff team is working to the best of their ability.

### **Aims and Purpose**

The Young Friends team are highly supported regarding their personal development with a carefully planned stringent and consistent system. This system has been created for each team member to feel listened to and supported and to be clear about their own roles and what is expected of them. The structure is illustrated in the policy below.

### **Applicability**

Staff

### **Definition of Terms**

Appraisal: Yearly, this is an opportunity for managers to review last years objectives and performance and look at what has been achieved

Supervision: More regularly and informal, this should be an opportunity for employees to spend some time with their manager to discuss how things are going with work and wellbeing

### **Overview**

Initial Support  
Supervision  
Appraisal

## Procedures

All staff must read and fill out their supervision and appraisal forms before the planned meeting. At the least, bullet point suggestions for each area should be made.

### Initial Support

- Immediately upon starting work with us, each member of staff receives a robust induction covering all aspects of their role profile and our provision. This has a particular emphasis on Safeguarding, British Values and the PREVENT duty, as well as our ethos and daily procedures.
- Within the first month of starting with us, all staff must read all of our policies and procedures and sign to say that they will keep up to date with new ones that are created and old ones that are updated.
- Staff also have a staff handbook in the staff room that they can refer to at any time.
- A new staff member will have supportive feedback after the first day, at the end of their first week and again after their first month.

### Supervision

- Each staff member will have a 'supervision' every December and April. These structured supportive meetings are developed to allow the team member to discuss what's "on top;" what's going well, where support is needed and set a goal to be achieved between supervisions.
- Supervisions are hosted by each employee's line manager. So, the Pod Lead's staff supervisions are carried out by the manager and Pod Member supervisions are carried out by their Pod Leads.
- The manager will be available to support Pod Leads if required, especially if they are new to the post. They will also support and assist in checking and adding content to written comments and targets.
- Before the period of supervisions our manager and Pod Leads carry out detailed room observations where all aspects of the provision are assessed.
- During each supervision targets from the previous supervisions are discussed and it is decided whether they have been achieved.
- Targets should be considered as a crucial part of each employee's role. If they aren't achieved by the next supervision, then it will be decided by the Pod Leads and management whether the disciplinary route should be followed.
- An action plan will be drawn up and copies of the supervision will go on file in the staff member's personal folder on the One Drive

### Appraisal

- Appraisals will be given once a year in August, using the same personnel structure as for supervision. The coaching format requires each person to look in

more depth at their job role and their strengths and weaknesses. Long term goals will be set and training needs/support will be identified.

- Staff are on a transparent fee structure which is reviewed annually. Each rung of the structure is climbed depending on the success and agreed outcomes of all supervisions throughout the year at annual appraisal meetings
- At each supervision agreed targets are set and revisited and assessed on a rolling basis. On clear and definite achievement of all targets over the year's supervisions, it will be agreed between management whether it is enough to reach the next salary bracket. Going over and above targets is a good way to ensure higher pay brackets are attained
- An action plan will be drawn up and copies of the appraisal will go on file in the staff member's personal folder on the One Drive

### External Links and Organisations

ACAS: [Work and employment law advice | Acas](#)

Nat West Mentor: [Mentor - Employment law, HR, and health & safety support for your business \(natwestmentor.co.uk\)](#)

### Relevant Policies and Documents

Staff Code of Conduct  
Well-being of Staff Policy  
Payscales and Workplace Benefits Policy

### Authorisation

Signature:



Louise Lloyd-Evans  
Owner and Director

Young Friends Nature Nursery  
89 Holland Road  
Hove  
East Sussex  
BN3 1JP