

Supervision and Appraisal Policy

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Our Values

At Young Friends, supervision and appraisal are not box-ticking exercises. They are a space for honesty, challenge, and connection — where team members are supported to grow professionally and personally in a culture of trust.

- **Sustainability** – Ongoing support prevents burnout and nurtures long-term growth
- **Respect** – Staff voices are heard and valued in a balanced, respectful way
- **Authenticity** – Appraisal is human, useful, and directly linked to lived practice
- **Supportive Leadership** – Leaders coach and reflect, not just manage
- **Community** – A strong team culture is modelled to the children in every interaction

Policy Statement

This policy outlines our approach to staff supervision and appraisal as a legal requirement under the EYFS and, more importantly, as a cultural pillar of our practice. We use supervision and appraisal to:

Safeguard children

- Monitor staff wellbeing
- Improve practice
- Develop confidence and skill
- Maintain alignment with our values

Induction and Probation Process

All new staff at Young Friends Kindergarten have **two full induction days** before starting their role in full. These days are dedicated to:

- Thoroughly going through **all of our policies** and ways of working
- Understanding our **ethos**, sustainability commitment, and curriculum approach
- Learning about **safeguarding, health & safety**, and expectations for behaviour and professionalism
- Shadowing experienced colleagues to observe our daily routines and interactions
- Gaining a clear picture of what high-quality practice looks like in our setting

The aim is to get every new team member off to a **knowledgeable, confident start**, ensuring they understand exactly what is expected from the outset. At the end of each day the manager will have a formal discussion about what has been learned and clarify anything that needs to be

Ongoing Probation Support Structure

After induction, all new staff follow a structured probation support process:

- **End of Day 1:** One-to-one meeting to review the first day, clarify any questions, and set short-term goals.

- **Weekly Meetings for One Month:** These focus on feedback, guidance, and ensuring support is in place to help the staff member settle successfully.
- **Monthly Meetings After First Month:** Continue until the end of the probation period to review progress, address any challenges, and keep development on track.

At the start of employment, staff are **informed of their probation end date** and are expected to take all feedback and guidance on board to be successful. All of these meetings are with the Early Years Manager with the Office Manager taking records.

End of Probation

At the end of probation, a formal meeting will be held to confirm one of the following:

- **Probation Passed** — the staff member joins the regular supervision cycle
- **Probation Extended** — with clear targets and timescales for improvement
- **Employment Ended** — if expectations and required standards have not been met

Once probation is successfully passed, the staff member joins the **regular supervision and appraisal cycle** as outlined in our Supervision and Appraisal Policy.

What Ongoing Supervision Looks Like at Young Friends

We operate a **multi-level ongoing supervision structure**:

- **Daily contact** with leaders in rooms to reflect, check in, and observe
- **Weekly informal dialogue** with leaders as needed to address emerging issues and ideas
- **Quarterly structured supervision sessions** using our Young Friends Supervision Record
- **Annual appraisal** which includes self-reflection, feedback, targets and career development

Supervision

Supervision Sessions are performed by the room leader and manager, with office manager recording the session. Supervision outcome records are finalised by office manager and shared with team member within one week for reference and to work from:

They include discussions around:

- Kindergarten values and how staff embed them into their everyday roles
- Sustainability i.e. Three Pillars of Sustainability and what activities have been instigated by the staff member
- Key children and personalised planning
- Respectful use of resources and environments
- Punctuality and attendance
- Communication and relationships with colleagues
- Communication and relationships with parents
- Communication and relationships with children
- Effective use of sustained shared thinking
- Effective knowledge and use of schemes and schemas in seeding and planning
- Effective engagement with loose parts

- Experience with personal dolls
- Effective engagement with sustainable curriculum, pedagogy and teaching interactions
- Safeguarding, health and safety
- Workplace conduct, role modelling and contribution to community culture
- Staff members wellbeing, support needs and mental health
- Risk awareness and environment
- Opportunities for coaching, challenge and positive recognition

We also revisit shared expectations — such as helping children stay in flow, being fully present, promoting positive behaviour, and embedding values through modelling.

Annual Appraisals

Appraisals are held each year and include:

- A two-way discussion of progress, role, values and confidence
- Review of professional development and training
- Review of all supervision targets and achievements and contributions
- Agreement of clear, meaningful next steps
- Where needed, identification of support or coaching plans
- Review of salary which is connected to all targets being reached during that year's supervisions

Appraisals are built on the supervision cycle and informed by real practice — not paperwork.

Safeguarding and Supervision • Safeguarding is **discussed at every formal supervision session**

- Staff are asked to confirm their confidence in key procedures (e.g. disclosures, whistleblowing, online safety)
- Supervision provides a safe, private space to raise any concerns
- Managers document and follow up on any safeguarding gaps or queries immediately

Record Keeping

- All formal supervision and appraisal documents are stored securely
- Records include strengths, concerns, actions, and review timelines
- Staff are encouraged to keep their own reflective notes and revisit them
- Any serious concerns arising are logged and acted on in line with safeguarding or HR procedures

Line Management Structure

- Every team member has a named line manager
- Senior leadership are available for additional support
- Office and room-based team members may have different supervision needs — these are accommodated

Staff Responsibilities

- Attend scheduled supervisions and appraisals
- Prepare reflectively and honestly
- Follow up on agreed actions and seek help if needed
- Use supervision to explore their learning, wellbeing and ideas

Leadership Responsibilities • Create a **safe, respectful and reflective space**

- Offer **clear feedback** — kind, direct, and developmental
- Link feedback to **values, behaviours and children's experiences**
- Ensure all team members feel supported, not judged
- Provide coaching, modelling and resources where helpful

Linked Policies

- Staff Wellbeing
- Safeguarding and Child Protection
- Learning and Development
- Equality and Diversity
- Key Person Policy
- Behaviour and Relationships

Authorisation

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