

Fun 4U Club

33.10 Staff Supervision and Appraisal

Principle

Fun 4U Club believe that the use of planed supervision and appraisals help enable and support our staff in delivering the best possible care and service for children and parents, who use our facilities.

Statement of intent

Fun 4U Club believes that effective supervision and appraisals will:

- Provide a regular opportunity for staff to reflect on the content and process of their work.
- Offer staff another perspective concerning their work and provide support and encouragement in developing personally and professionally in their work.
- Provide clarity about their role and how it relates to the other roles and procedures including new developments within the childcare sector.
- Help with problem solving and sharing solutions with management and other staff members.
- Be an essential performance management tool ensuring that standards are maintained and developed where possible.
- Help built on respect and trust between management and other staff members.

Procedure

- Plan for supervision prioritise, what needs to be discussed and ensure you have pen and paper to take notes.
- Review the supervision record of the previous session, and note items and action plans that need following up.
- Set supervision dates in advance so that they are planned and valued.
- Record the session by taking notes. You may wish to give a copy of the record to the staff member. Note any areas of disagreement, ensuring that both points of view are recorded.
- Ensure that appraisals take place in a discrete environment to allow management and staff to express feelings, worries and be mindful of confidentiality issues.
- Confirm the agenda. Make sure the staff member has had an opportunity to contribute to the agenda.
- Listen and concentrate on what the person is saying without interruption and provide constructive feedback, praising their achievements and encourage innovative ideas try to all ways end on a positive comment.
- Discuss and review work and practice issues. If there are any conflicts or problems relating to work, assist in providing a solution wherever possible. Discuss and evaluate training and personal development needs.
- Share any relevant information relating to the staff members post.
- The attached staff appraisal form should be used as the template for all appraisal meetings, Part A of the form should be received back form the staff member, one week before the appraisal date. Part B should be completed by the manager taking the appraisal prior to the meeting. Part C to be completed by the manager during the meeting.