

## Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

Providers must ensure that staff receive an annual appraisal.



### 3.3 Appraisal

#### Policy statement

We provide annual appraisals for all staff, volunteers and managers in order to improve the quality of care and learning for the children, by helping all the staff to realise their potential and to carry out their duties more effectively.

We aim to help all staff to recognise their achievements and help them to identify ways of maintaining high quality or enhancing their skills and performance. All staff are encouraged to improve their performance, through appropriate guidance, counselling and training.

#### Procedures

An appraisal is a confidential, two way open discussion between the manager and staff members. Its purpose is to identify both positive and if any, negative aspects of staff members work performance in order that we can assist them in building on the positives and working on the negatives.

- The manager arranges an appraisal interview with each member of staff.
- The manager's appraisal interview will be arranged with the assistant manager and chairperson of the committee.
- All staff are issued with the appraisal form at least 7 days before the appraisal interview, in view that this will give the member of staff time to think and focus on their current performances and encourage them to plan for the year ahead.
- All staff are asked to identify 5 objectives in order to give staff a focus for the following 6-12 months.
- Any concerns raised are kept confidential.
- Staff will be encouraged to attend any training which will help enhance their performance.
- On completion of the appraisal interview a summary documentation will be issued.
- A follow up and support meeting will follow every 3 months from the date of the appraisal meeting.

#### Wraparound Care

The above policy also applies to those who attend any of the wraparound sessions provided by Pippin Pre-School

#### Legal framework

- Data Protection Act 1998
- Human Rights Act 1998

Pre-School

Registered Charity No. 1028855