Appraisals & Supervisions Policy

Policy created	01.09.2008	Version number	9.3
Last reviewed	01.11.2026	Next review date	01.11.2027

Appraisals are to be undertaken once a year or more frequently as required. It is expected that all staff members will have regular discussions with the Setting Manager outside of the formal appraisal process (on at least a termly basis) and that the Setting Manager will do so similarly with the Chairperson.

Supervisions will be formally undertaken once a term for all staff members with the manager, and for the manager with the Chairperson.

The manager will carry out appraisals for staff and the Chairperson will carry out appraisals for the manager.

The appraisal and supervision should follow the format of a discussion around a form.

Both should:

- Provide a forum to praise any good work and progress made over the last year.
- Allow any issues to be discussed, from both employee and appraiser viewpoint.
- Review actions put in place from last appraisal to see what has and hasn't been carried out. Adjust as necessary.
- Review training needs and discuss training requirements for the next year.

The appraisal form should be filled in jointly by the appraiser and the staff member. The filled in document should be discussed jointly at the appraisal meeting. If the staff member is happy that this is an accurate account of the review and reflects their needs going forwards then the form should be signed by both the staff member and the appraiser.

The form should be filed in the personnel folder. Anything arising from the appraisal should be given to either the appraiser or staff member as actions to be carried out.

Document History

Date	Change details	Reviewed by
21/01/2010	New template	Shelley Robinson
29/11/2010	Changed timing from twice to once a year	Shelley Robinson
09/02/2011	Altering whole text relating to changed timing	Jackie Crowe
16/03/2012	Reviewed	Jackie Crowe

23/02/2013	Review of Policy	Rowan Pettitt
18/09/2013	Changed logo	Julie Pearce
01/04/2014	Review of policy	Julie Pearce
29/01/2015	Minor amendments made to clarify the process involved.	Ellie Hibberd
12/10/2015	Policy reviewed – changed name to clarify 'STAFF' appraisals policy	Rowan Pettitt
03/08/2016	Policy reviewed – added sentence to further explain the reporting structure for appraisals,	Rowan Pettitt
01/12/17	Policy reviewed	Rowan Pettitt
02/10/18	Policy reviewed – no update	Donna Manser
01/10/19	Policy reviewed – no update	Donna Manser
23/10/20	Policy reviewed – no update	Anna Shelbourne
22/09/21	Policy reviewed – no update	Anna Shelbourne
29/09/22	Policy reviewed – no update	Anna Shelbourne
01/09/23	Policy reviewed - no update	Charlotte Gibbins
01/09/24	Policy reviewed – no update	Charlotte Gibbins
01/10/25	Policy reviewed – minor wording adjusted to reflect just 1 copy.	Clare Livingstone
01/11/26	Policy reviewed – added details to include supervisions alongside appraisals	Clare Livingstone