

Appraisal and Supervision Policy

Policy Aim

The aim of the supervision and appraisal process is to offer support and assurance, and develop knowledge, skills and values of individual staff. The purpose is to help staff to improve the quality of the work they do, to achieve agreed objectives and outcomes.

Supervisions and appraisals are in place for all staff within the setting and includes permanent, temporary, full time, bank, and voluntary staff. All permanent staff are required to participate in supervision on an 8 weekly basis and every 4 – 6 weeks dependent on the needs and experience of the staff member.

What is a Supervision?

The aim of supervision is to allow staff and the supervisor to:

- discuss issues and difficulties
- identify solutions to address issues
- be coached in tackling issues as they arise
- review work and workload
- explore feelings
- develop practice and competencies
- plan future action
- ensure every child's safety and wellbeing
- focus on individual children and their development and progress
- monitor standards

This is achieved by:

- encouragement and acknowledgment of the achievements of the worker
- reflection and discussion of strategies for achieving and improving work
- discussion of evidence based best practice approaches
- discussion of strategies for improving team issues and the workplace environment
- reflection on how the worker is feeling and coping with workplace demands, including team and task issues
- reflection and planning for professional development

Participating in Supervision

- Time taken to participate in supervision will be considered paid work. Additional time may be negotiated with the manager.
- Supervision dates will be set in advance and adequate notice will be given of meetings.
- Staff are required to prioritise supervision above other meetings and arrange appointments at suitable times.
- Supervision will be held in a private room where confidential issues can be discussed privately.
- Supervision meetings will start on time and be uninterrupted.
- The supervisor and supervisee will agree and sign Banwell Buddies Supervision Agreement which is reviewed annually.
- The agenda will be agreed and prioritised at the beginning of the supervision session.

Persons suitable to provide supervision

Staff may negotiate with their manager as to the most appropriate person to provide the supervision. Factors which will be taken into consideration include the supervisee learning style and learning goals and the type of supervision approach that the supervisee finds helpful. In some cases the supervisee may prefer a supervisor from the same cultural background.

The supervisor should

- Have suitable experience or training in providing professional supervision
- Have an appropriate theoretical approach to providing supervision
- Keep up to date with the required skill and knowledge
- Have a professional relationship and boundaries with the supervisee (ie. not a personal friend)
- Be willing to abide by this supervision policy and sign a supervision contract
- The supervisor should have the following key skills and attributes
 1. Ability to engage and develop rapport
 2. Communication skills, especially listening skills
 3. Be non judgemental
 4. Unconditional positive regard
 5. Ability to encourage the supervisee to reflect and explore issues

Limits to Confidentiality

All issues discussed in supervision are strictly confidential. However there are some legal and professional requirements, such as mandatory reporting, which override a supervisee's right to confidentiality.

The supervisor may report unresolved situations to the Management Committee which involve serious behaviour which are:

- unethical
- placing the worker or a client at imminent risk

The supervisor is also required to follow the settings Confidentiality, Whistle Blowing and Safeguarding/ Child Protection Procedures at all times.

Aside from these concerns, the normal proceedings of supervision will not be reported to the Management Committee. The Management may request confirmation that a supervisee has attended sessions and that a supervision contract has been developed.

Recording of Supervision

Generally only brief notes will be kept of supervision sessions. These will particularly relate to action items or agreements and timescales. A copy of the notes will be given to the supervisee.

Care should be taken when recording or forwarding supervision information via email as this information could be accessed by others or be picked up by a virus and forwarded to other recipients. In particular, nothing which could identify a client should be emailed.

Process of Supervision

Supervision should be targeted to the needs of the supervisee and what helps them to improve their work practice. This could include the discussion that informs practice, an exploration of feelings and work experiences.

Evaluation of Supervision

The supervisee and supervisor should ensure that regular review and evaluation of supervision sessions is conducted. If either party feels that the sessions are no longer helpful then exploration into a more appropriate method of supervision needs to take place. Supervisees are asked to complete Banwell Buddies Supervisor Effectiveness Rating Scale prior to the supervisor's annual appraisal.

What is an Appraisal?

Appraisal is a way of regularly and systematically recording an assessment of a staff member's performance, potential and development needs. The true aim of an appraisal system is not to blame, reward or praise, but to develop, and should help the staff member form an objective view of their past performance, as well as encourage better performance in the future.

The appraisal provides the appraiser with an opportunity to discuss any concerns they may have with the work the appraisee is doing. This should be addressed in a constructive way, allowing the appraisee the opportunity to give their views and should result in agreeing some achievable targets in which work can improve.

The appraiser can use this opportunity to discuss any ideas or opinions the appraisee may have on the service Banwell Buddies provides, and then take these ideas forward.

Appraisals are a good opportunity for the appraisee to discuss any concerns they have at work as well as discuss any training and development opportunities to help further their personal development.

An appraisal gives the appraisee the opportunity to talk confidentially.

The appraisal is carried out annually by the appraisee's supervisor. The supervisor must plan the appraisal beforehand and ensure they are aware of what they can agree on and what they will need to seek further authority on, before conducting an appraisal.

The appraisal should be scheduled to allow both parties time to prepare and enough time should be set aside to allow everything to be discussed on the agenda, with extra time for unscheduled discussion.

Any issues raised during the formal appraisal should be followed up and monitored during the regular supervision meetings that follow.

What to consider before the meeting:

- The appraisee's performance, achievements, and areas for improvement during the period since the last review
- Read the previous appraisal meeting form
- Read through the supervision notes throughout the year
- Re-read the staff member's job description to be clear on their duties and

responsibilities

- Look into identified development needs for the appraisee
- Gather other people's feedback on the appraisee's performance (if necessary)
- The tone of the meeting according to the content of the meeting and the appraisee
- Any specific questions for the appraisee

During the appraisal the following should be discussed:

- Review previous objectives (looking at previous appraisal document) and whether these have been met
- Review of supervision notes throughout the year
- Praise achievements in the last 12 months
- Look at current role and responsibilities and whether this needs to be reviewed

- Give constructive feedback on areas of difficulty and look at ways of overcoming them
- Look at the required professional skills and knowledge and identify any development needs
- Agree new objectives for the next 12 months
- Plan and agree actions

The appraisee must be offered the opportunity to add to the agenda if required.

The appraisal also allows the appraiser to follow up on any training courses the appraisee has done to check whether they achieved the desired outcomes for the appraisee.

Recording of Appraisal

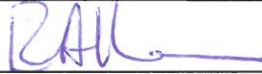
The discussion and actions of the meeting should be recorded on an appraisal form and signed by both parties. The form is filed in the staff member's personal file and treated as confidential and reviewed at the following appraisal meeting. A signed copy should be given to the staff member for their records.

What action should be taken if staff member has concerns over their supervision or appraisal?

Any concerns should be raised with the supervisor. However if the issues are not resolved, the concerns should then be raised with the Management Committee Chair.

This Policy was adopted at the meeting of: Banwell Buddies

Held on: 5th April 2017

Signed on behalf of the Committee: 

Role of Signatory: Chair of Management Committee

Last update: 05/04/2017