

## **Developing a Supervision and Appraisal Procedure**

Provider/Childminders must put appropriate arrangements in place for the supervision of staff/assistants who have contact with children, families, and carers. Effective supervision provides support, coaching, and training for the assistant and promotes the best interests of children. Supervision should foster a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues. **Statutory Framework for the Early Years Foundation Stage – 2024, point 3.32 (CM) point 3.27 (GP)**

### **The procedure should include:**

- Who holds the responsibility for ensuring supervisions and appraisals are carried out
- When and where supervisions and appraisals will take place whilst maintaining confidentiality.
- How supervisions and appraisals will be recorded, whose role this is and who has access to these records, where such records will be confidentially stored and how long these records will be retained.

### **The types of information discussed during a staff supervision may include topics such as:**

- Declaration of suitability (DBS)
- Roles and responsibilities
- Quality of practice
- Professional development
- Safeguarding
- Risk assessments/health and safety
- Policies/procedures updates
- Training needs
- Key person children
- Well-being/ work life balance
- Any other business.

### **The types of information that will be discussed during a staff appraisal may include topics such as :**

- What the staff member does well
- Where the member of staff feels they need to improve
- If they have any concerns about the establishment or any other person working in the setting
- Improvements from the last appraisal
- Training attended and feedback from any training, including the impact on practice
- A discussion relating to safeguarding children
- Training needs
- Additional roles and responsibilities
- Rewards and incentives
- Well-being/work life balance
- Suitability declaration

- How often supervisions and appraisals take place. Is this differentiated for new members of staff
- How the appraiser will ensure that any actions recommended through the supervision and appraisal will be addressed and include timescales, and how the appraisee will be kept informed of any outcomes.
- How the findings from peer observations are used during supervision discussions to support an effective action plan for the member of staff, and how this will be reviewed at the next supervision

**The procedure must be reviewed:**

- At least annually.
- The procedure needs to be signed by the registered person, include reviewed dates and the next review due date.
- If any changes are made to the procedure when reviewed the staff and/or parents need to be informed.

**Links to other policies & procedures:**

Staffing and Employment  
Recording of Information  
Confidentiality  
Whistle Blowing  
Recruitment  
Induction

**This information is provided for guidance only. It is your responsibility to ensure that all statutory legal guidance is adhered to. Consideration needs to be given to any changes in legislation subsequent to the production of this information.**