

## Staff Mentoring and Coaching inc. Staff Appraisal, Probation, 1-1's and Staff Meetings

### Policy statement

We provide all staff opportunities for informal and formal dialogues where concerns, achievements, training requirements and professional progression can be discussed, noted and acted upon.

### EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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### Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
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### Procedures

At interview we note any training or arrangements that need to be adjured to before and during induction and probation period.

Each new staff member is given an induction (see induction of staff, volunteers and managers).

Volunteers and students are supported within our setting (see student placements and induction of staff, volunteers and managers).

'Good Practice' ensures the Manager reviews CRB or DBS accuracy at Appraisals.

'Good Practice' ensures the Chair of the Committee actions CRB's or DBS's to be reapplied on a rolling 3 year program even if 'staff' remain in the same role within the setting.

### Probation

All new members of staff work a 6 month – 9 month probation period. The purpose of a probationary period is to enable the Nursery to assess the skills, conduct, capability and attendance of an individual before deciding whether or not to confirm the appointment.

The Nursery is committed to providing clarity of expectation, reasonable training and support needed for new employees to meet the required standards during their probationary period.

An appointment can be terminated at any point in the probationary period if the performance is unsatisfactory and unlikely to improve, and sufficient time has been allowed for improvement. Equally, the employee's appointment can be terminated at any point in the probationary period if their behaviour or actions are deemed unacceptable by the Management Committee.

During the 6/9 month period members of staff will be given a formal probation meeting(s) where both parties can discuss progress and performance at length giving the employee the opportunity to comment and improve on any areas of weakness identified.

If at the end of the 6/9 month period the employee has not completed his/her probationary period to the satisfaction of the Manager a further three month probation period can be given. The probation period would only be extended if the performance was likely to become satisfactory in a reasonable timescale. At the end of the 9/12 month probation period the employee must either be confirmed into post or their employment terminated. The notice period is one week.

Where a need for improvement has been identified and discussed with the employee and no improvement is apparent, a formal Probationary Interview should be arranged by the manager. The employee should be advised in writing of the interview giving a broad outline of the deficiencies, which will be discussed fully at the interview. Employees have the right to be accompanied at this interview if they wish.

The outcome of the interview must be confirmed by the Manager in writing. Employees have the right of appeal to any decision to extend or dismiss under the probationary procedure. This should be done so in writing to the Chair of the Committee.

After successful completion of the probationary period the staff member will be confirmed into post by the Manager and then via a letter from the Chair of the Committee.

### **One to ones and appraisals**

All permanent staff members have 1-1 meeting and a yearly appraisal which happens on a 6 month cycle. Additional 1-1's are offered or requested by either the Manager or staff member if or when need.

Staff members are able to go directly to the Chair of the Committee if they are unable to direct any issues or concerns to the Manager. (See Whistle Blowing Policy).

All 1-1 and appraisal forms are emailed to the staff at least 3 weeks in advance of the arranged meeting. Staff members fill in the form and then email it to the Manger no later than 3 days before the arranged meeting.

During the meeting the form is talked through live on the computer enabling both parties to add or alter data until both parties are satisfied that their views are portrayed constructively and any next steps are manageable and accurately timed.


All completed, dated and signed 1-1's and appraisals are stored confidentially in the locked cupboard in the office.

Informal meetings happen before, during and after each session, these are not documented but may progress to a 1-1 meeting if things need to be discussed at length or contain confidential or sensitive data.

Staff meetings are held twice a term and incorporate discussions on best practice, policies and procedures and highlight any support needed for children or staff. Any training attended will also be fed back by the attended staff member to the staff team. All staff meetings have minutes taken and they are stored in the office for reference.

Staff training opportunities can be accessed by each staff member online. Staff members each have individual log in details and can log an interest in a training course and this request will then be flagged to the manager for approval. The Manager and Chair consider in partnership all training requests to ensure each staff member has professional progression, the setting benefits from a wealth of knowledge and training which is required is completed e.g. First Aid, Makaton, Health and Safety, Food Hygiene and level 3 training. The training must be kept within the yearly budget as a Charity run Nursery.

**Further guidance Other useful Pre-school Learning Alliance publications**

Employee Handbook (2012)  Recruiting and Managing Employees (2011)



Signed on behalf of Hook Village Nursery  
Chairperson

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