



12.1 Staff appraisals

Policy statement

This policy sets out the framework for a clear and consistent assessment of the overall performance of staff, including the manager, and for supporting their development within the context of the preschool's objectives. Appraisals aim to be a supportive and developmental process, intended to encourage professional dialogue between colleagues and designed to ensure that all staff have the skills and support they need to carry out their role effectively. They allow for a review of the previous year's performance and targets and help in the planning for the forthcoming year.

Appraisers

Appraisals will be conducted by the manager. If staff wish to have a member of the committee present at their appraisal, it is within their rights to request this.

In the case of the manager, the appraisal will be conducted by the chairperson and another member of the committee.

Appraisal period

The appraisal period will run for twelve months from June to June. The process of undertaking appraisal reviews will be completed before the end of the academic year in July. Staff members will have their appraisals first, with the manager's appraisal taking place within a month's time of these. When someone starts their employment at the preschool part-way through a cycle, their line manager shall determine the length of the first appraisal cycle, with a view to bringing the cycle into line with that for other staff members as soon as possible.

The following timeframes will be adhered to during the appraisal process:

1. The appraisal form will be sent to the member of staff by their line manager at least 14 days prior to the face to face meeting

2. The completed form must be returned to the line manager at least 4 days prior to the face to face meeting
3. During the face to face meeting, the line manager will go through the completed form with the staff member and discuss all elements of the form
4. Within 5 days of the face to face meeting, the line manager will type up their notes from the meeting in the appraisal form and send them to the member of staff for their acceptance
5. If the member of staff is satisfied that the notes are a true reflection of the discussion, they will sign the appraisal form within 5 days and return it to their line manager
6. The line manager will then counter sign the form, submit a copy to the chairperson and file the original in the staff HR folder
7. The whole process outlined above should be completed within 4 weeks from start to finish

Mid-term reviews

While the appraisal process is an annual event, staff will also receive regular informal reviews with their line managers where either party will be able to raise any concerns they have over performance or request additional support and advice on how best to fulfill their responsibilities. Mid term reviews can be requested at any time by members of staff and the line manager will do their best to accommodate these in a timely manner.

This policy was adopted by	Merry Go Round Preschool	<i>(name of provider)</i>
On	<u>30 April 2023</u>	<i>(date)</i>
Date to be reviewed	<u>April 2024</u>	<i>(date)</i>
Signed on behalf of the provider	<u>Rosemary Beard</u>	
Name of signatory	<u>Rosemary Beard</u>	
Role of signatory (e.g. chair, director or owner)	<u>Chair</u>	