

# Supervision, Peer Observations and Appraisals Policy

## AIM

**All staff at Knowle Nursery are supported in developing and managing situations. We aim for continuous support to encourage confidential discussions of sensitive issues**

- We foster a culture of consultation and plan together.
- Although we have two rooms there are times when we are together and are often together as a team for outside learning.
- Staff regularly stay at the end of a session for a debrief and colleagues are encouraged to put forward ideas.
- Staff have the opportunity to talk to their immediate supervisors on a daily basis, supervision meetings are held termly and appraisals are carried out and recorded. Additional supervisions are carried out when necessary.
- All staff attend minuted regular staff meetings.
- Training opportunities are posted to all staff and we endeavour to ensure a fair rotation of attendance to day and evening programmes.
- Staff also inform colleagues of their training and share ideas and are encouraged to improve their practise.

## APPRAISALS AND PEER OBSERVATIONS

- Staff are appraised yearly and are given a self assessment form to fill in and then after the appraisal a report is filled in by the manger but is sent to the member of staff for any amends should a point have been interpreted incorrectly.
- There is open communication with staff and the owner. Staff are made aware that there is an open door policy and they can approach the owner at any time should they have any concerns or worries. Staff meetings also facilitate this open channel of communication, which are held between 3-4 times per term with the whole team.
- Staff performance is reviewed twice a year and rewards are given as the owner sees fit
- Peer observations are undertaken termly and there is a rota between staff of scheduled times to undertake the observations. We also change which staff members are observing each other.