Supervision & Appraisal Policy (2025–2026)

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1. Purpose

This policy aims to provide all staff with the support, guidance, and feedback necessary to continuously improve and deliver the highest standards of care and education, in accordance with the Early Years Foundation Stage (EYFS) statutory framework.

2. Supervision

- **Frequency and Structure**: All staff will have regular one-to-one supervision meetings with their line manager, at least once every term. These meetings will focus on professional development, addressing any challenges, and setting clear goals for improvement.
- **Scope**: Supervision meetings will review the staff member's performance, conduct, and wellbeing, ensuring alignment with safeguarding and welfare requirements as set out in the EYFS statutory framework.
- **Confidentiality and Record-Keeping**: Supervision meetings will be conducted confidentially, with records maintained securely. The procedure should include details on who holds the responsibility for ensuring supervisions are carried out, when and where they will take place, and how they will be recorded.

3. Appraisal

- **Annual Review**: An annual appraisal will be conducted for all staff, evaluating their performance over the previous year, including:
    - Strengths and areas for improvement
    - Training and development needs
    - Progress against set goals
    - Feedback on their contribution to the nursery
- **Objective Setting**: Clear objectives will be set for the following year to support the staff member's career progression and professional development.

4. Support and Development

- **Training and Development**: Staff will be provided with the necessary support to meet any identified training and development needs, which will be integrated into their annual development plan. This includes staying updated on employer, local, and national safeguarding policies and procedures as set out in statutory and non-statutory guidance

- **Experience-Based Route**: For staff who do not hold full and relevant qualifications, an experience-based route may be considered, allowing them to be included in the staff:child ratios at level 3 following a period of supervised practice, in line with the Early Years Qualification Requirements and Standards