

STAFF INDUCTION, TRAINING and APPRAISAL POLICY

The Pre-School recognises that its greatest asset is the quality of the staff it employs. The Pre-School is therefore committed to ensuring that all staff receive a proper induction, are appropriately trained and duly appraised on their work.

Where resources allow, the Pre-school is committed to supporting staff in their professional development so that all members of staff continue to feel fulfilled in their work and retain an enthusiasm for this extremely important service to young children and their families.

1.0 Induction

1.1 On appointment, a new member of staff will be fully supported to ensure that they understand:

- the pre-school's policies and principles; they will be asked to sign that they have read and understand key policies (identified by the trustees) within two-weeks of being appointed
- the fundamentals of outstanding practice
- the necessary documentation that they will need to maintain, including methods of recording observations and completing the EYFS records

1.2 Each new member of staff will have an induction period of two weeks with close supervision. During that time, care will be taken not to place excessive demands on the member of staff as they grow accustomed to their new place of work. They will be reviewed at the end of each week during that two-week period. At the end of this period, it may be that

- the induction period is extended, under supervision, for another two-weeks with specific areas for focus,
- specific training, to be completed within a set period of time, will be arranged
- points of focus will be identified for the member of staff to pay particular attention to,
- The member of staff is commended without reservation for their work.

1.3 If, after extending the induction period by a further two weeks, the new member of staff's work is not deemed to be of a required standard, employment will be terminated with a month's notice. (See Competence and Discipline policies)

2.0 Training

2.1 Effective training is the key to providing quality childcare and education for children in the pre-school. The pre-school will therefore:

- ensure that staff have the necessary qualifications to meet the requirements of EYFS
- Ensure that the percentage of staff qualified at Level 2 does not drop below 75%.
- expect staff to update their training on a regular basis, as indicated through the appraisal process
- pay staff the equivalent of three days a year to attend training either on-line or in person
- identify, through the appraisal process in conjunction with the development plan, gaps in training or areas where additional training would be advantageous and identify staff members for whom additional training and levels of expertise would benefit both them and the pre-school
- inform appropriate professional bodies of the changing training profile for the pre-school's staff, as necessary

3.0 Appraisal

3.1 A formal appraisal process ensures:

- that each member of staff is given every opportunity to develop his or her career constructively
- that each member of staff's contributions to the effective running of the pre-school are recognised
- that each member of staff is appropriately supported, given timely guidance and direction as necessary
- the pre-school's strategic development can be mapped effectively against the profile and expertise of the staff

3.2 At this pre-school, the appraisal cycle runs each calendar year from 1st January to 31st December.

3.3 Each appraisal will be formally recorded using the published, current form.

3.4 Reference to specific situations or actual evidence of attainment and competence will be sign-posted or filed with the appraisal record. This additional material can be attached to the appraisal record by the appraiser or the member of staff or both.

3.5 Appraisal records for individual members of staff will remain confidential with access only being allowed to:

- senior members of staff with a formal line-management responsibility
- the manager of the pre-school or deputy
- trustees

3.6 There should be no fewer than 3 scheduled meetings, within the annual cycle, between the member of staff and their appraiser. These formal meetings should fall within the following time-frame:

- initial meeting (no later than 1st March)
- summer meeting (no later than 31st July)
- autumn meeting (no later than 30th November)

3.7 Wherever feasible, at least one objective for each member of staff should be linked to the pre-school's current strategic development.

3.8 It is expected that each formal meeting will be no shorter than 30 minutes.

3.9 Additional, informal meetings should also occur during the year. These might be held in response to a specific situation or where the member of staff has demonstrated exceptional practice; they might be to monitor progress with identified objectives; they might occur for any reason linked to the member of staff's appraisal and the need to have clear evidence of their performance.

3.10 If a member of staff is concerned that their appraiser is not conducting the appraisal appropriately, they should communicate this concern to the manager (or, if the appraiser is the manager, to the Chair of Trustees, without undue delay. It is the responsibility of the manager/Chair of trustees to ensure that nothing undermines the effective and efficient running of the appraisal process.

3.11 The pre-school appreciates that recognising the professional growth of its employees and acknowledging a successful appraisal is central to the well-being of its staff. The Manager, in conjunction with trustees, will review the appraisal of all staff in the second half of the autumn term. This review may result, each December, in individual members of staff being:

- identified for support and guidance
- identified for future training
- promoted or offered additional responsibilities
- recognised formally for their valuable contribution or achievement

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