

STAFF APPRAISAL POLICY

As part of our commitment to staff development, Calthwaite Nursery will ensure that all staff will have regular opportunities to talk through aspects of their work performance with a member of the Committee or their line manager, where appropriate.

Staff should participate in regular appraisals, ideally once every three months and at the end of a probationary period.

Confidential appraisal documents will be given to staff to complete prior to the appraisal interview. This will allow time for reflection, and will maximise the value and efficiency of the appraisal process.

Reports or additional comments added by the manager will be discussed and agreed upon with the staff member, and both will retain a copy of the appraisal document for future reference.

All records on staff, volunteers and committee members will be kept confidential and only available to those who have a right or professional need to see the information.

Appraisals will take into account the following points:

- Opportunity to discuss work objectives and reflect on achievements
- Analysis of personal strengths and areas for development
- Any aspects of employment which could be improved upon
- Opportunity to discuss and identify any further training needs
- Opportunity to discuss long-term career development
- Future development, objectives and/or actions to be agreed upon