

## Tracks Autism Supervision and Appraisal policy

This policy outlines the procedures and practices for supervisions and appraisals as required by the Early Years Foundation Stage, in conjunction with annual appraisals for Tracks Autism Staff.

It is important to embrace the process of appraisal and supervision as an effective tool for supporting staff members, developing personal and professional skills and creating a culture of mutual support dedication and teamwork.

**Appraisals** occur annually for an employee who has completed their probationary period, normally in September/October each year. They are led by the Tracks Autism Principal. This process is a two way meeting, with the opportunity to give as well as receive feedback, to set annual targets and develop professionally and to raise standards in line with the school development plan. These are set and reviewed regularly throughout the year.

**Supervisions** are a formal and recorded process through which the professional actions of child based nursery staff are examined and regularly reviewed. It provides a recorded system of decision making that is audited to improve practice and to improve the service provided to children and parents. During supervision meetings members of staff are able to discuss any concerns they have about their key children and families or inappropriate behavior displayed by colleagues, management or support staff.

Supervision acts as a means for ensuring that Early Years Practitioners have access to the support, training and procedures they require for professional growth and development. It enables them to reflect on the quality of their practice and thus facilitate discussions.

### Accountability

Whilst it is assumed that all staff will embrace the opportunity for Professional Development Reviews and confidential meetings with their line manager, it is also a mandatory requirement of the Early Years Foundation Stage 2012(EYFS) and therefore crucial that individuals understand the importance of a commitment to regular meetings.

### Early Years Foundation Stage 3.19

“Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues”.

### **Early Years Foundation Stage 3.20**

“Supervision should provide opportunities for staff to:-

Discuss any issues – particularly concerning children’s development or well-being.

Identify solutions to address issues as they arise; and

Receive coaching to improve their personal effectiveness”.

All staff are responsible for ensuring that regular meetings are arranged and appointments attended.

The Principal of TRACKS will have a supervision or appraisal a minimum of termly, with some/a Trustee.

All information discussed and noted will be retained as confidential information and will be kept in accordance with GDPR.