

Orchard Saturday Club

Appraisal Policy and Procedures

Principles

Orchard Saturday Club recognises the importance of supporting the continuing professional development of its staff to ensure the best possible professional practice for our children and young people.

This policy sets out the framework for a clear and consistent assessment of the overall performance of all staff, including management and volunteers. This is with the view of supporting professional development within the context of our provision and our aims and objectives.

Orchard Saturday Club expects that all staff perform to the best of their ability regardless of their level of experience. Orchard Saturday Club expects its staff to strive to work proactively to continue to develop their skills year on year.

Orchard Saturday Club's Appraisal policy and procedures apply equally to employees regardless of their age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity, marriage or civil partnership. The management of the appraisal process will be monitored by a member of the Committee to ensure compliance and fairness.

Orchard Saturday Club has a staff team with a wide range of skills and knowledge. We encourage a culture in which all staff take ongoing responsibility for improving their knowledge and skills through informal peer observation and our staff reflection time at the end of each session.

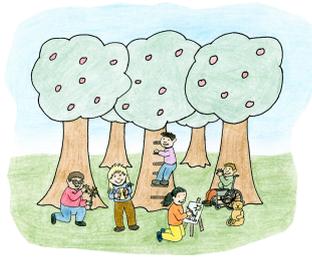
Appraisal cycle

The Appraisal process will run for twelve months, beginning in January, and commencing after the initial review of the six months probationary period. If the initial induction goals have not been met in full, the probationary period may be extended for a further three months, with clear agreed goals, and progression to the next pay level delayed accordingly.

Pay progression

After satisfactory completion of the six month probationary period, staff will move to Level 2 on the pay grade.

The decision to move a member of staff on to the main pay grade is dependent on the completion of a further full year in post and where the annual appraisal process demonstrates that all individual development objectives have been achieved by the employee. Please refer to our Pay Policy for more information.



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The appraisal process

The management team are suitably trained and are responsible for appraising all employees; The manager will be appraised by the committee. The manager will appraise the deputy/ies. In the unlikely event a member of staff is experiencing difficulties with the appraiser/ or there is a conflict of interest, it may be appropriate for a suitably experienced member of committee to conduct the appraisal. This request must be made in writing.

Staff members will complete a reflection prior to their appraisal which will give them an opportunity to grade their own practice, this will be used to inform the appraisal discussion. After the appraisal meeting every staff member should receive an appraisal report with a clear statement of their development objectives, and including an assessment of their professional development needs and of their strengths/ achievements so far. Where overall performance requires specific support and or training to be given/ undertaken, this should be identified within the report. Future appraisal assessments will take into account the extent to which identified support and training has been provided.

Objectives for each employee will be set before, or as soon as practicable after, the start of each appraisal period. The objectives set for each employee, will be Specific, Measurable, Achievable, Realistic and Time-bound. The Appraiser is responsible for ensuring that the objectives set are appropriate to the employee's role and level of experience. The appraiser and employee will seek to agree the objectives during the professional discussion during the appraisal. However, if this is not possible, the appraiser will determine the objectives in conjunction with the management team or the committee. Objectives may be revised if circumstances change. For example, a more urgent training need arises due the introduction of a new child.

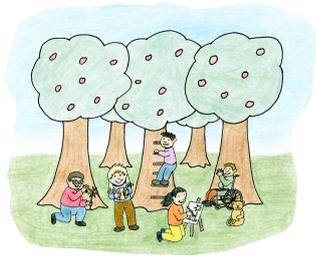
The appraisal and capability processes will be treated with confidentiality. However, the desire for confidentiality does not override the need for the management team and committee to quality-assure the operation and effectiveness of the appraisal system. Objectives will be monitored by the management team and committee to ensure that they are consistent between staff with similar experience and levels of responsibilities.

The annual training cycle

The management team will meet to discuss training needs that have been highlighted by the appraisal process. This information will be used to inform and enhance our annual training cycle. Staff will be given time within their working day to work on their CPD targets.

Continuing professional development

Individual professional development objectives will be linked to Orchard Saturday Club's improvement priorities and the staff member's responsibilities. Orchard Saturday Club will endeavour to support the CPD needs of all its staff, however the Club will need to be mindful of



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competing demands on our budget. Therefore training requests will be prioritised based on the following criteria:

- will the training help the Club to achieve its priorities?
- is the CPD identified essential for the staff member to meet their agreed objective/s?

In the event that an agreed CPD need cannot be met with in-house training, it is possible and subject to available budget, that staff may be offered training that would support their CPD outside of their normal working hours. For example, this may be because the agreed training is not available on a Saturday or because staffing ratios make it impossible to release a member of staff.

Safeguarding training is compulsory and staff will be paid to attend.

Grievances

In the event that a member of staff raises a grievance or whistle blows during the appraisal process, the appraisal process may be temporarily suspended in order to deal with the grievance or whistle blow.

Record-keeping

Management will ensure that all written appraisal records are retained in a locked filing cabinet within Orchard House for six years and then destroyed.