**QUEEN’S UNIVERSITY BELFAST**

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Childcare Services

Staff Appraisal & Supervision

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1. Staff Appraisal

Queen's University has a Staff Appraisal Scheme which covers all categories of Staff. The scheme has been introduced to demonstrate the University's commitment to developing its staff and delivering a high quality service. All areas within the University are accountable for devising business plans in line with University strategy and the appraisal scheme should focus staff development activities to gain maximum impact. The purpose of the staff appraisal is to evaluate in a constructive way the work of an individual member of staff and to ensure the individual's contribution to Childcare Services is recognised. Appraisal also ensures a link between the staff member, Childcare Services and University objectives and activities.

For the individual staff member, appraisal can offer:

* The opportunity to take stock, look forward and review positively and constructively the work delivered over the year.
* Encouragement and recognition of achievement.
* A process to identify any constraints and obstacles and the developmental needs of an individual and to allow the provision of support to overcome them.
* Structured personal development planning.

For Childcare Services, appraisal can offer:

* The means by which Childcare Services goals are translated into individual objectives and standards.
* Improved communications.
* Clarification of roles and responsibilities.
* For the University, appraisal can offer:
* Improved overall performance.
* More targeted staff development.
* More open styles of management and leadership.
* Contribution to affording equal opportunities.

1. Staff Supervision

In conjunction with QUB Staff Appraisal Scheme, Childcare Services adopts a Staff Supervision Scheme.

The scheme is delivered to staff in order to offer a support mechanism and as part of our Safeguarding Children Practices.

Staff have the opportunity to meet regularly with a member of the management team on a one-to-one basis. This meeting provides opportunity for discussion about any issues or concerns the staff member may have regarding children in their care, work colleagues and their practices and or parental relationships. The staff may cite any issues they have in their personal life which may impact on their working practices.

The meetings and discussion points are recorded, and the content of the meeting is then discussed confidentially at the Childcare Management Team meeting. Actions and recommendations are decided, and feedback is then given to the staff member who has reported the issue.

Whilst staff supervision meetings are scheduled on a regular basis, the management team observe a daily presence in each of the playrooms and are always available to speak with a staff member should an issue or concern arise at any time. Staff are aware of the open-door policy whereby they can approach any member of the management team at any time.

The schedule of Staff Appraisal and Supervision is reviewed annually with Staff Supervision Meetings being carried out on a 6 – 8 weekly basis.