



Centre

Wattisham Airfield Childcare

Performance Management

All adults working at Wattisham Airfield Childcare Centre are committed to providing quality care for all children. Employees have relevant qualifications to care for young children and there is an ongoing programme of training to ensure that an appropriate standard of care is maintained.

Wattisham Airfield Childcare Centre has a performance management review process to support the professional development for staff in the setting and to contribute towards the settings aims to providing high quality care and learning for young children. The performance review process will work on an annual cycle consisting of:

- Supervisions carried out every six weeks
- An initial meeting between the manager/deputy manager and the staff member, to agree individual objectives for the year and identify training needs. 5 consecutive weekly meetings thereafter.
- A appraisal between the manager/deputy manager and staff member to review progress and agree new objectives for the coming year and identify new needs.
- Peer observations will be carried out regularly to identify any training needs.

Performance reviews will be carried out by either the manager or deputy manger of the setting. The details of the individuals review will remain confidential but information will be used to inform the settings future development plans.

Individual objectives will be set with reference to the individual's job description, and will be agreed between the manager/deputy manager and the individual concerned. These objectives will be designed to be challenging but achievable. Monitoring of performance

towards objectives will always include some aspect of 'on-the-job' observation of the individual.

Support, in the form of training, coaching and mentoring will always be provided to help individuals to meet their performance objectives. Achieving agreed performance management objectives will be part of ongoing professional development of individuals in the setting. It will contribute to their readiness to take on additional responsibilities or a more senior position, whether in this setting or elsewhere.

Failure to meet agreed performance objectives will be reviewed to identify any extenuating circumstances. In the absence of these, appropriate action will be taken to address the issue such as supervisions, verbal warnings and written warnings where necessary.

Legal framework:

- Children Act, 1989, 2004, 2006
- Childcare Act 2006
- Every Child Matters: Change for Children 2004

This policy was adopted at a meeting of _____ name of
_____ setting
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the management _____
committee
Name of signatory _____
Role of signatory (e.g. chair/owner) _____

<p>Review dates:</p> <p>Date _____ signed _____</p> <p>Date _____ signed _____</p>

Date _____ **signed** _____

Date _____ **signed** _____