

06 Safeguarding children, young people and vulnerable adults procedures

06.10 Key person appraisal and supervision

Staff taking on the role of key person have appraisal and supervision meetings in line with this procedure.

Structure

- Appraisals are held annually
- Supervision meetings are held 6 months after the appraisal.
- Key persons are appraised and supervised by the Manager or Deputy Manager.
- Appraisal and supervision meetings are held in a confidential space suitable for the task
- Key persons should prepare for appraisal and supervision meetings by having the relevant information to hand.

Content

The child focused element of appraisal and supervision meetings includes discussion about:

- the development and well-being of their key children and offer staff opportunity to raise concerns in relation to any child attending. *Safeguarding concerns must always reported to the designated safeguarding lead immediately and not delayed until a scheduled appraisal or supervision meeting*
- reflection on the journey a child is making and potential well-being or safeguarding concerns for the children they have key responsibility for
- promoting the interests of children
- coaching to improve professional effectiveness based on a review of observed practice/teaching
- reviewing plans and agreements from previous appraisal or supervision meeting including any identified learning needs for the member of staff
- During appraisals or supervisions, staff can discuss any concerns they have about inappropriate behaviour displayed by colleagues, but must never delay until a scheduled appraisal or supervision meeting to raise concerns.
- Staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children that have occurred during their employment. New information is referred immediately to the designated safeguarding lead.

Recording

- Key person appraisal and supervision discussions are recorded and is retained by the Manager and a copy provided to the key person.

- The key person and Manager sign and date the minutes of the appraisal or supervision within 4-6 weeks of it happening and disagreements over recorded content are minuted.
- Supervision documents are stored in the employee's personal file.
- Concerns raised during an appraisal or supervision about an individual child's welfare may result in safeguarding concerns not previously recognised as such, these are recorded on 06.1b Safeguarding incident reporting form and placed on the child's file. The reasons why the concerns have not previously been considered are explored.
- Additional safeguarding or welfare decisions made in relation to a child during appraisals and supervisions are recorded on the individual case file. The Manager (if not the designated safeguarding lead) ensure the recording is made and the designated safeguarding lead is notified.

Checking continuing suitability

- The Manager checks with staff if there is any new information pertaining to their suitability to work with children. This only needs to be recorded on the appraisal or supervision meeting record.
- Where staff are on zero hours contracts or are employed as and when needed, the Manager completes the staff suitability self-declaration form quarterly, and/or at the beginning of every new period of work.
- Regarding the use of agency staff/support workers/self-employed persons there is an expectation that as part of the agreement with agencies they have sought information regarding their employee's suitability to work with children. The Managers will review this regularly.
- The position for students on placement is the same as that for agency staff.

Exceptional Circumstances

Where exceptional circumstances prevent staff from conducting an appraisal or supervision as outlined in this procedure, the line manager is informed in writing, a copy placed on the appraisal or supervision file and the appropriate actions agreed to ensure that the setting meets its obligations within the EYFS.

Further guidance

Recruiting Early Years Staff (Alliance Publication)

People Management in the Early Years (Alliance Publication)