

C-6 Staff Review and Appraisal

Epping Heights OSHC.

NQS

QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of educators.
QA. 4.1.2	Continuity of staff.
QA. 4.2	Professionalism.
QA. 4.2.1	Professional collaboration.
QA. 4.2.2	Professional standards.
QA. 7.1	Governance.
QA. 7.1.1	Service philosophy and purpose.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	Continuous improvement.
QA. 7.2.2	Educational leadership.
QA. 7.2.3	Development of professionals.

National Regulations

Reg. 47	Minimum requirements for qualifications, experience and management capability
Reg. 136	First aid qualifications
Reg. 168	Education and care service must have policies and procedures

POLICY STATEMENT

We aim to provide the best quality of care for the children by ensuring that high standards of work performance and job satisfaction are maintained. An appraisal system will be conducted to provide avenues for discussion, improvement and recognition of positive work practices.

RELATED POLICIES

- Epping Heights OSHC Policy A-17: Privacy and Confidentiality
- Epping Heights OSHC Policy C-2: Conditions of Employment
- Epping Heights OSHC Policy C-3: Staff Orientation and Induction
- Epping Heights OSHC Policy C-4: Staff Professionalism
- Epping Heights OSHC Policy C-5: Professional Development
- Epping Heights OSHC Policy C-7: Grievance Procedures
- Epping Heights OSHC Policy C-8: Disciplinary Action

PROCEDURE

All staff will be informed of the appraisal system on acceptance of the position and given details in the orientation process.

An initial review may be undertaken after a period of one month in the position for permanent employees. Casual employees may have a review following 1 and 3 months in the position. This will form the ending of the induction process.

Appraisals will then be conducted on an annual basis.

Staff and Management will agree with the format of the appraisal system, which may be updated to more suitable systems after review, discussion and endorsement by the Management and staff.

All staff will be given at least two weeks notification of an upcoming appraisal and a convenient time arranged for both parties.

The appraisal system shall clearly state the expectations for each position and identify clear performance measures in line with Job Descriptions.

The appraisal system shall ensure two-way communication is maintained and is used as a positive avenue for improving staff performance.

The appraisal system can be used as a tool to identify future training needs of the staff.

At the completion of the appraisal an action plan will be developed identifying areas of training and action to be taken and goals set for each staff member. This will be agreed to and signed by both parties.

Where it is identified that the staff member is not meeting the required performance measures then the following will be undertaken:

Action plan developed to identify areas for improvement. This will include a time frame for further review.

Training areas identified and appropriate training sought as soon as possible

Support and guidance given to the staff to help them through the process and assist them in achieving the required standards. The support can be given through the Centre Coordinator or the Management Committee liaison.

A record made of the above, dated and signed by both parties.

Should no improvement be made by the next review then further action will be taken.

If the staff member is dissatisfied with the action determined by the Centre Coordinator/Director, then they should put their concern in writing asking for the decision to be reviewed by the Management Committee. If the staff members remains dissatisfied with the committees review, they should be advised to seek independent advice regarding their industrial rights and obligations.

SOURCES

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children's Services Award 2010
- Network of Community Activities Factsheet – 'Staff Supervision and Appraisal'

Endorsed: 20/05/2024	Review Date: 20/05/2026
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