

# APPRAISAL

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## Policy Statement

This organisation recognises appraisal to be a method by which a manager or supervisor can objectively and fairly measure or evaluate the performance of a particular staff member by holding a formal annual appraisal meeting, which involves a review of past and current performance and the setting of objectives and goals for the following year. The organisation also recognises that such appraisal sessions are a good time to discuss the overall development and career aspirations of a member of staff and to put in place a training plan that seeks to support their work and help them to realise their potential.

## The Policy

In this organisation:

- Every member of staff will have a personnel file that will include an appraisal, a personal development plan, and a training record.
- Every member of staff will have an annual appraisal meeting with the registered manager.
- During each appraisal session:
  - The previous appraisal and personal development plan should be reviewed (if available).
  - Performance over the previous year should be reviewed and measured against the previous year's objectives or goals.
  - Objectives or goals for the following year should be agreed and any areas within which the member of staff is expected to or wishes to develop should be noted.
  - Requirements for training or development should be discussed and agreed and a personal development plan created covering the year ahead.
- A written record of the appraisal should be made with a copy of the appraisal and personal development plan placed on the personnel file of each care or support worker and another copy held by the worker.
- A six-month review should be held for each member of staff to check that all is going to plan and to make any necessary readjustments to the plan.
- All managers will be trained in providing appraisal and performance reviews before they are asked to conduct an appraisal. They will also be familiar with the requirements of the Fundamental Standard Regulation 18.

## Critical Reflection

To learn, reflection should be part of the appraisal system, helping to capture the previous year in terms of activity, achievements, and goals. One of the best ways of doing this is to have a meaningful look and reflect on what went right and the areas to learn from.

The weather model provides a way of doing this, without feeling that, somehow, things have not been as good as they could have been. The model works like this.

- Sunshine: what went well.
- Rain: what did not go well.
- Lightning: what came as a shock or surprise.
- Fog: what you did not understand.

With this model, the emphasis is on learning, rather than strengths, weaknesses or deficits.

## Related Policies

Code of Conduct for Workers

Supervision

## Related Guidance

ACAS Employee Appraisal:

<http://www.acas.org.uk/>

ACAS How to manage performance:

<http://www.acas.org.uk/>

ACAS How to get the best out of your staff:

<http://www.acas.org.uk/>

Critical Reflection

<https://www.communitycare.co.uk/>

## Training Statement

All staff, during induction, are made aware of the organisation's policies and procedures, all of which are used for training updates. All policies and procedures are reviewed and amended where necessary, and staff are made aware of any changes. Observations are undertaken to check skills and competencies. Various methods of training are used, including one to one, online, workbook, group meetings, and individual supervisions. External courses are sourced as required.

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Person responsible for updating this policy: Hitendra Sharma

Next Review Date: March 2025