



## Appraisal (v2.0.0)

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**Person responsible for updating this policy:** Hitendrakumar Sharma

## Policy Statement

Bluestar Care & Support- Bluestar Resourcing 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. Bluestar Care & Support- Bluestar Resourcing also recognises that such appraisal sessions are a good time to discuss the overall development and career aspirations of a staff member and to put in place a training plan that seeks to support their work and help them to realise their potential.

## Principles of Appraisal

In Bluestar Care & Support- Bluestar Resourcing:

- Every staff member will have a personnel file that will include an appraisal, a personal development plan, and a training record
- Every staff member will have an annual appraisal meeting with Service Manager Hitendrakumar Sharma
- Every health care professionals in our service must follow their professional standards of practice and behaviour validation is included in this file if asked to provide any feedback as part of their Personal development.

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 staff member 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 member of staff and another copy held by the staff member
- A six-month review should be held for each staff member 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 Regulation 18: Staffing

## 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

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.

## 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, individual supervision and external courses are sourced as required.

## Related Policies

- Code Of Conduct For Workers (Domiciliary)
- Supervision (Domiciliary)

## Related Guidance

- [ACAS: Employee Appraisal Resources](#)
- [ACAS: Conduct and capability procedures when managing performance](#)
- [Community Care: Standards for Adults' Practice Supervisors Issued to Increase role of critical reflection in supervision](#)

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