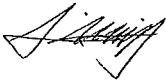
 <b>YMCA</b> We build strong <b>PEOPLE</b> strong <b>FAMILIES</b> strong <b>COMMUNITIES</b>	<b>Management Area:</b> CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	<b>Sub section (if applicable):</b>	Signed: 
<b>Policy Title: STAFF REVIEW AND APPRAISAL</b>		<b>Author: CHILDCARE TASKFORCE</b>

## 1. Scope

- 1.1. Staff and management.

## 2. Policy Statement

- 2.1. YMCA aims to provide the best quality 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 and improvement.

## 3. Related Policies & Procedures/Guidance Notes

- 3.1. Conditions of employment Policy
- 3.2. Communication Policy
- 3.3. Disciplinary Action
- 3.4. In-service training and development Policy
- 3.5. Occupation Health and Safety Policy
- 3.6. Professionalism
- 3.7. Relief Staff

## 4. Responsibilities & Delegations


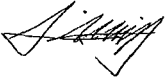
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

## 5. Considerations

- 5.1. Q& A Principles.
- 5.2. National Standards.


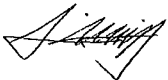
## 6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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## PROCEDURES

- All staff will be informed of the appraisal system on acceptance of the position, and given details in the orientation process.
- An initial informal review will be undertaken after a period of one month in the position.
- All Staff will have a Performance Development and Review consultation annually, with quarterly reviews of agreed development/performance objectives.
- 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.
- 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 put into place 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 Group Manager or the Coordinator.
  - 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.

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## 7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

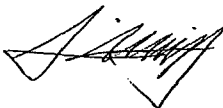
I endorse the Staff Review and Appraisal Policy.

Name: *Maryann Rupnik*  
*Childrens Services Program Manager*

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*  
*Group Manager*

Signature: 

Date: 7 December 2009