



Employee Performance Management Policy

Policy Statement:

The success of Cross Hayes Pre School depends on all staff working together to achieve the best possible standards of performance. We aim to provide support and training to enable all staff to fulfill their potential and deal with any changes that Cross Hayes Pre School may require.

However, sometimes people perform below the standard that the job requires, although they are not doing anything deliberately wrong. In these cases we believe that it is best to deal with these problems openly and fairly and to provide clarity and practical support to improve performance.

Monitoring performance

We monitor performance formally and informally through regular discussions that the Supervisor and Chair will have with members of staff about their job and through the appraisal process.

Dealing with poor performance

Initially the Supervisor or Chair will discuss any concerns about a member of staff's performance informally at a 1:1 with them. Often raising issues promptly helps to solve them by identifying acceptable standards and any support that may be needed.

If performance continues to fall short of that required the Supervisor or Chair will arrange a formal meeting to discuss this with the member of staff. A member of staff will have the right to be accompanied by a work colleague or a Trade Union representative.

At this meeting the Supervisor or Chair will explain specific areas of performance that are not acceptable and the member of staff will have the opportunity to give reasons for this. The member of staff and the Supervisor or Chair will agree a plan covering ways in which the member of staff can be supported to achieve acceptable standards, a date for review and a clear indication of what will happen if there is no improvement e.g. dismissal.

The time-scale for improvement, with formal reviews, will vary depending on the nature of the problem and the role that the member of staff has within the Pre School.

At the final review overall performance will be assessed and in most cases this will be the end of the matter, as performance will have improved as agreed.

Appeal Procedure

If a member of staff is dismissed because they are not capable of performing their job to an acceptable standard they have the right of appeal against this decision. The appeal should be in writing and sent to the Chair within

five working days of the decision stating the reasons for the appeal. The decision from the appeal hearing will be final.

This policy was adopted at a meeting of	<hr/>	<i>(name of provider)</i>
Latest review	<hr/>	<i>(date)</i>
Date to be reviewed	<hr/>	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	<hr/>	
Role of signatory (e.g. chair, director or owner)	<hr/>	