

Peek-a-Boo
Nursery



OUR JOURNEY

CURRENT ACTIVITY AND ARRANGEMENTS

The nursery uses its own system for staff development, which includes:

- The use of a CPD folder for all staff, in which they can record their learning activity
- Provision of core training plus other training opportunities
- Regular appraisals, in which learning needs are developed
- A structured induction programme that covers;
- Orientation to the building
- Policies and procedures
- A specific induction format used for each room

POTENTIAL DEVELOPMENT AREAS

Supervision

- Formal discussions only take place and are recorded at the annual appraisal
- There is not a means to address performance issues between informal discussion and either the annual appraisal or more formal disciplinary procedures
- Planned learning activity is not regularly monitored.

POTENTIAL DEVELOPMENT AREAS

Development of induction

- Develop current checklist to include action as well as items to read
- Linking induction process more closely to appraisal

POTENTIAL BENEFITS

- Implementing supervision may help address current (and any future) issues re performance management
- It will provide a sound basis for discussing work and performance
- It will enable the nursery to develop a more integrated approach to workforce development and planning, covering induction, appraisal and planning for learning

CHOOSING A FORMAT

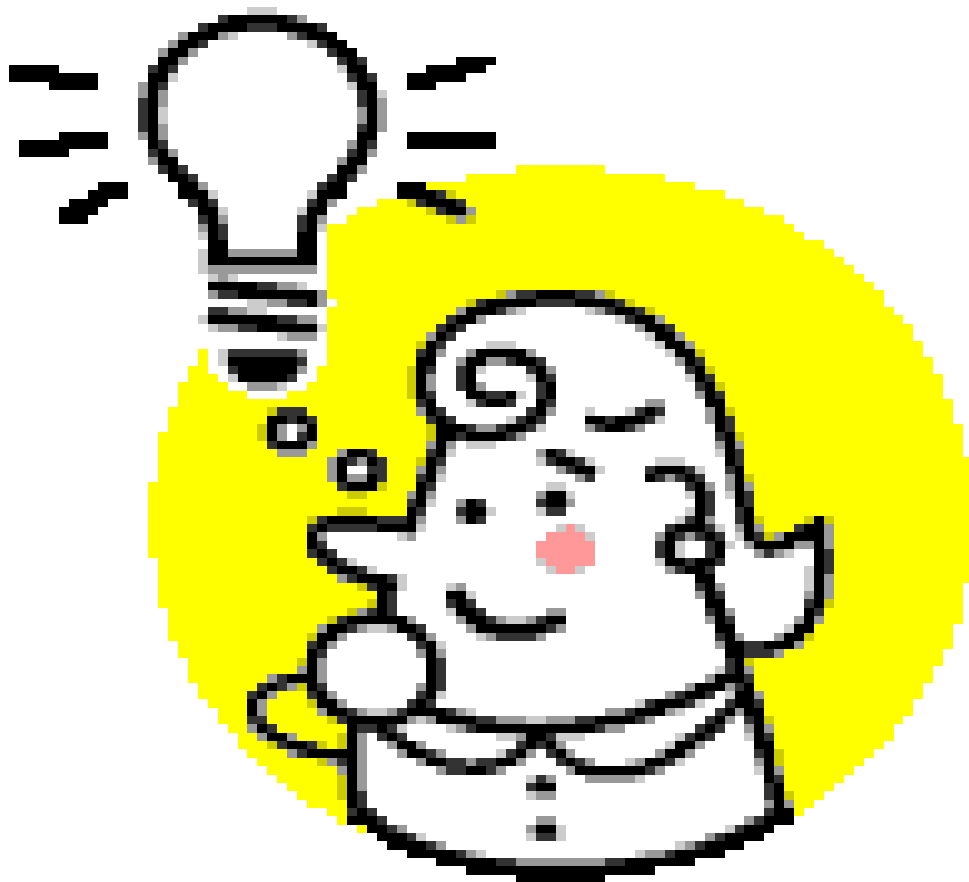
TO COVER:

- How do you set the standards for work?
- How do you work out how well people are doing (CLF link)
- How do you tell them how they are doing
- How do you develop performance?
- What do you do if they aren't doing what is required?

MAJOR CHALLENGE

- Finding a meaningful foothold for using the clf for supporting staff development through the context of supervision

LIGHTBULB MOMENT



EXAMPLE 1

STAFF SUPERVISION.										
Protecting the rights and promoting the interests of Children and Parents										
Treating each child as an individual	1	2	3	4	5	6	7	8	9	10
Respecting and, where appropriate, promoting the individual views of both children and parents	1	2	3	4	5	6	7	8	9	10
Supporting children and parents' rights to control their lives and make informed choices about the services they receive.	1	2	3	4	5	6	7	8	9	10
Respecting and maintaining the dignity and privacy of children and parents.	1	2	3	4	5	6	7	8	9	10
Promoting equal opportunities for children and parents	1	2	3	4	5	6	7	8	9	10
Respecting diversity and different cultures and values.	1	2	3	4	5	6	7	8	9	10
Striving to establish and maintain the trust and confidence of children and parents.										
Being honest and trustworthy	1	2	3	4	5	6	7	8	9	10
Communicating in an appropriate, open, accurate and straightforward way.	1	2	3	4	5	6	7	8	9	10
Respecting confidential information and clearly explaining nursery policies about confidentiality to parents.	1	2	3	4	5	6	7	8	9	10
Being reliable and dependable	1	2	3	4	5	6	7	8	9	10
Honoring work commitments, agreements and arrangements and, when it is not possible to do so, explaining why to your employer.	1	2	3	4	5	6	7	8	9	10
Declaring issues that might create conflicts of interest and making sure that they do not influence your judgement or practice.	1	2	3	4	5	6	7	8	9	10

OUTCOME

- MISINTERPRETATION
- NEGATIVE FEEDBACK FROM STAFF
- FRUSTRATION

BACK TO DRAWING BOARD



REFLECTION

- KEEP FORMAT
- CHANGE CONTENT

WHERE ARE WE NOW?

- REVISITED CLF
- ADAPTED EXISTING MATRIX

EXAMPLE 2

Managing Relationships			
A focus on people who use services and their carers			
	Engaged		
- demonstrates a clear commitment to people who use services and their carers in delivering a high quality service which meets their needs	1	2	3
- acknowledges the importance of sharing responsibility with people who use services and their carers for planning and delivery of the service	1	2	3
- seeks to continuously improve their work with people who use services and their carers	1	2	3
	Established		
- actively promotes the empowerment of people who use services and their carers and works in partnership with them and others to achieve this	4	5	6
- remains focused on the needs of people who use services when faced with conflicting priorities	4	5	6
- strives to meet and, where appropriate, surpass the expectations of people who use services	4	5	6
	Accomplished		
- supports others to involve people who use services and their carers in more meaningful ways	7	8	9
- uses research, evidence and the views of people who use services and their carers to continually improve their own practice and that of the organisation	7	8	9
works collectively with others to meet and where appropriate surpass the expectations of people who use services and their carers in delivering a high quality service	7	8	9
	Exemplary		
is recognised for their significant contribution to authentic partnerships for people who use the service and their carers	10	11	12

THE WAY FORWARD

We are now ready to trial the new format, receive feedback from the staff and hopefully roll out the new system over both nurseries.