

Performance Support Policy

At Wood St Nursery, Performance Support will encourage regular meetings and dialogue on performance between employees and their managers, and should be based around useful reflection, constructive feedback and a culture of support.

All employees regularly review their performance in conjunction with their line manager using supervision with self-reflection, and review documents.

When an employee's performance drops below the expected standard in relation to one or more of the following areas:

- Values
- Behaviours
- Competencies

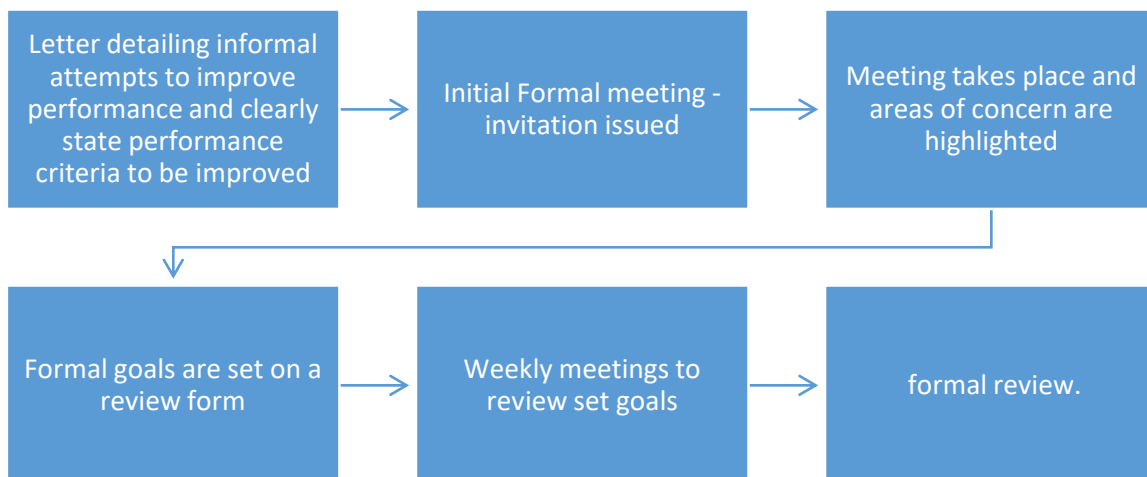
then an informal meeting that highlights the areas of concern should be the first priority for a staff member and a manager. Documents available to support this process include:

- Reviews
- Supervision with Self-Reflections
- Competency Reviews

In the circumstance where informal meetings and processes are not effective, then a more formal process may be entered into.

The below flowchart highlights the process for performance;

- The employee should be informed in writing of the alleged offence.
- There should be a meeting between the employee and employer to discuss the alleged offence. Legally, the employee can be represented at this meeting by a trade union representative or colleague.
- The employee should have the opportunity to appeal against any sanction.



Outcomes

During Review Meetings employers and the employee will discuss progress. Where actions have been successfully met this will be signed off as complete and new actions put in place to support performance improvement.

Where actions have not been met the reasons for this will be discussed and a plan put in place to support the fulfilment of this action.

Where actions are consistently not met, the employers may choose to issue a formal notice to the employee, this must be accompanied by further clear actions on how to divert the escalation of the process. The formal notice procedure is as outlined as follows:

First Written

- The employee has had informal meetings and action plans that have consistently not been met.
- The employee must have their action plan reviewed and any support required that is within reason given and documented.

Final Written

- Actions set from the First written warning have not been met in the agreed timescales or to the standards specified
- Reasonable support has been offered and has shown no impact on the performance or behaviors specified.
- The employee must have their action plan reviewed and any reasonable support given and documented

Dismissal

- Actions set from the final written warning have not been met in the agreed timescales or to the standards specified.
- Reasonable support has been offered and has shown no impact on the performance or behaviors specified.
- A formal meeting must take place outlining and evidencing the actions and support that have been offered. The employee must have 48 hours notice of this meeting.
- Notes will be taken during the meeting and agreed that they are an accurate representation by both parties.
- A decision on final dismissal will take place and be formally delivered to the employee along with the rationale of the decision made.