



**Coowarra Out Of School Hours
Care Service Inc**

Staff Review and Appraisal Policy

POLICY STATEMENT

At Coowarra OOSH, we aim 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.

PROCEDURE

- All Educators will be informed of the appraisal system on acceptance of the position and given details in the orientation process.
- An initial review will be undertaken after a period of three months in the position.
- Appraisals will then be conducted on an annual basis.
- Educators and Management will agree with the format of the appraisal system, which may be updated to more suitable systems after review, discussion and endorsement by the Management and Educators.
- All Educators 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 Educators.
- 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 Co-ordinator or the committee.
- A record made of the above, dated and signed by both parties.



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- Should no improvement be made by the next review then further action will be taken.

If the Educator is still dissatisfied, then they should put their concern in writing asking for the outcome to be reviewed or that they wish to pursue the issue further through other avenues. These could include the union or mediation.

CONSIDERATIONS

| Education and Care Services National Regulations | National Quality Standard | Other Service policies/documentation |
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| The Education and Care Services National Law 2010 The Education and Care Services National Regulation 2011 | National Standards Section 3.4 (Fit and proper persons) | <ul style="list-style-type: none"> - Staff Handbook - Network of Community Activities. - Activity Centres Incorporated Policies and Procedures |

UPDATED AND ENDORSED: January 2023

DATE FOR REVIEW AND EVALUATION: June 2027