**Busy Bodies Childcare Centre**

**Staff Capability and Performance Policy and Procedure**

The children in the setting require every member of staff to be supervising their health and safety, meeting their individual needs and supporting their development. So, this means it is essential that all members of staff work as effectively as they can.

The management understands that sometimes personal issues can affect the performance of individuals but it is important this this is identified so support can be put into place.

This policy is not the same as our Staff Discipline Policy which is more focused on matters when someone has broken the rules, capability is more about how a staff member is doing their job and their performance. When the level of performance of any of the members of staff declines then this the procedure that will be followed.

At every meeting that is held between a member of staff and the manager detailed notes will be taken. This is to ensure that an accurate report of the meeting can be saved. With the worst case in mind, an employment tribunal only know what they are told so it is better to have all details recorded.

At the first meeting it is essential that the manager makes it clear to the member of staff what they have identified as an area of their practice to improve. It is essential that there is no confusion for all involved on what their role is and what is expected of them. These meetings will normally take place during an appraisal or monthly one to one meeting. If a concern arises that needs to be immediately addressed then a separate meeting will be arranged.

 Staff are advised to go on training if they would like to improve or ask a member of staff that has more knowledge in that specific area. Staff are encouraged to improve and develop as early years professionals.

It is important to be considerate of staff members as they may be a health or serious reason why their performance has dropped. If it is a health issue then the manager will make adjustments where possible so that the staff member can achieve their own unique full potential.

Procedure

1st Meeting

We will start with a preliminary meeting. We will sit down and the manager will talk to them about their performance. The manager will ask open-ended questions (Why?When? Where? How?) to establish what the issues are. Find out whether or not the member of staff understands her/his role and the settings expectations of them. The manager will ask if they require any further training and if there are any external matters that are impacting their performance. Once we have discussed all relevant matters the manager and employee will agree on an action plan. They will write it down and both comment on it and set a date for review.

2nd Meeting

If the poor performance continues the manager will need to gain some information and evidence prior to the next meeting. An invite to the meeting should be done formally by way of a letter. The employee is entitled to representation in the same way they would at any formal meeting. This meeting is a more formal capability meeting. It will follow the same process but this time it will refer back to the action plan and first meeting. At the conclusion of the meeting the employee will be issued an improvement notice. This should state what the poor performance is, what improvement is expected, the timescale and the consequences of not achieving the action plan. The employee does have the right to appeal.

This process will be followed by one more formal meeting, with the final meeting being a potential dismissal meeting.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

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