

# May Blossom Farm CIC

## Alternative Provision

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# Appraisal and Performance Management Policy

<b>Approved by:</b>	May Blossom Farm CIC Board
<b>Last reviewed on:</b>	23/09/2025
<b>Next review due by:</b>	31/08/2026
<b>Head of Alternative Provision</b>	Gill Press
<b>Deputy Head of Alternative Provision</b>	Hannah Priest
<b>Designated Safeguarding Lead (DSL)</b>	Gill Press
<b>Deputy DSL (DDSL)</b>	Hannah Priest
<b>Designated Safeguarding Trustee</b>	Russel Breyer

This policy was ratified in September 2025 and will be reviewed in August 2026

## **Policy Aims and Purpose**

The purpose of this policy is to ensure that staff and volunteers at May Blossom Farm CIC (MBF CIC) are supported, valued, and enabled to fulfil their roles to the highest possible standards. Our approach to appraisal and performance management is rooted in the same ethos as our safeguarding practice: creating a culture of vigilance, reflection, professional curiosity, and accountability.

The aims of this policy are to:

- Provide a framework for the fair and consistent appraisal of all staff and volunteers.
- Encourage professional growth, reflective practice, and continuous improvement.
- Ensure that staff receive constructive feedback and support.
- Identify training and professional development needs at an early stage.
- Recognise and celebrate individual and team achievements.
- Safeguard the wellbeing of staff by creating an environment of open communication and mutual respect.

This policy applies to all staff and volunteers, including temporary staff, contractors and trustees.

## **Guiding Principles**

- **Reflective practice:** Appraisal is a two-way process in which staff are encouraged to reflect on their practice and identify successes as well as areas for development.
- **Supportive culture:** The process is designed to be supportive, not punitive, ensuring that staff feel safe to share challenges.
- **Alignment with values:** Appraisal and performance management are grounded in MBF CIC's ethos of creating a safe, respectful, and inclusive environment.
- **Continuous development:** Performance management is an ongoing process, not a single event, and includes supervision, feedback, and professional development planning.
- **Wellbeing focus:** Staff wellbeing is integral to performance. Appraisal discussions will include opportunities to raise issues of workload, stress, and emotional impact of the role.

## **Appraisal Process**

1. Induction and Probation

- All new staff and volunteers will have a structured induction period and probationary review.
  - Objectives will be set in line with MBF CIC's strategic priorities and safeguarding ethos.
2. Annual Appraisal
- Each member of staff will have an annual appraisal with their line manager.
  - The appraisal will review performance against agreed objectives, professional standards, and MBF CIC values.
  - Achievements will be celebrated, and development areas identified.
3. Ongoing Supervision and Review
- Supervision will take place at least termly (more frequent where required by role or circumstance).
  - These meetings provide opportunities for reflective discussion, feedback, and wellbeing check-ins.
  - Notes will be kept of supervision sessions and shared with the member of staff.
4. Objective Setting
- Objectives will be specific, measurable, achievable, relevant and time-bound (SMART).
  - They will balance organisational priorities with individual professional growth.
5. Feedback and Professional Development
- Constructive feedback will be provided during appraisals and supervision.
  - Training and professional development opportunities will be identified and agreed.
  - MBF CIC maintains a CPD matrix to ensure training needs are monitored and met.

### **Addressing Concerns**

- Where concerns about performance arise, these will be addressed sensitively and promptly through additional supervision and support.
- Clear expectations and timescales for improvement will be agreed.
- Where performance does not improve despite support, MBF CIC's Disciplinary Policy may be invoked.

## **Monitoring and Review**

- The Head of Alternative Provision will ensure this policy is implemented consistently.
- Appraisal outcomes will be reviewed collectively to identify organisational training needs and patterns.
- The Board of Directors will receive an annual report summarising appraisal outcomes, professional development progress, and any recurring themes.

## **Related Policies**

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Complaints, Comments and Compliments Policy
- Safer Recruitment Policy

## **Publication and Availability**

This policy is available on the MBF CIC website, in hard copy on request, and on the MBF CIC shared drive.

It can be made available in large print or alternative formats if required.

**Appendix – Appraisal and Supervision Cycle**

**Appraisal and Supervision Cycle - MBF CIC**

