**Principle**

A well-planned and systematic programme of 1-2-1 meetings, to enable evaluation of performance and supervision, is vital to the ongoing development and continuous improvement of staff and volunteers within Little Buds. It is the responsibility of the management team/leader in charge to ensure that sufficient time and energy are designated to evaluating (measuring and assessing) staff and supervising (observing and assisting), and to ensure that the process of 1-2-1 meetings is based upon the values of the setting.

Policy

To ensure that the vision and goals of Little Buds and the staff/volunteers are being met, and to develop staff and volunteers within the setting.

The following are the benefits of an effective 1-2-1 scheme:

To the employee:

* Increased motivation, job satisfaction and sense of personal value.
* Clear understanding of what is expected and what needs to be done.
* Opportunity to discuss work problems and how they can be overcome.
* Opportunity to discuss and plan development and the guidance, support or training needed to fulfill this.
* Improved working relationships with management team/leader in charge.

To the management team/leader in charge:

* Opportunity to develop overview of individual jobs and teams.
* Opportunity to identify ideas for improvement.
* Increased job satisfaction.
* Opportunity to clarify expectations of the contribution expected from the staff/volunteers.
* Forming more productive relationships with staff based on mutual trust and understanding.

To the setting:

* Clear focus on objectives.
* More effective communication.
* Increased cohesiveness and loyalty.
* Improved relationships between management and staff.
* Improved overview of tasks performed by individuals.
* Identification of ideas for improvement.
* Development of expectations.
* Clear identification of training and development needs.
* Creation and maintenance of a culture of continuous improvement and success.
* Delivery of a clear message that people are valued.

Procedure

The designated management team person within Little Buds will be a facilitator who provides support through the one to one process.

***or***

The management team will delegate support duties to the leader in charge to carry out this process with staff and volunteers with the designated management team person supporting the leader through their 1-2-1.

It is recommended that 1-2-1 meetings should take place as follows:

* 1-2-1 meetings will occur as frequently as required, but generally will be held every 6-8 weeks.
* Each session will last approximately half an hour.
* The 1-2-1 meetings should be focused; each party should therefore have an agenda.
* Notes will be taken of the meeting; the designated person and the staff member/volunteer will sign off two copies of the notes. One copy is kept on each staff member’s/volunteer’s file and one copy can be kept by the person having the support meeting.

**Responsibilities**

The designated person is responsible for:

* Providing leadership.
* Agreeing the direction of work and goals with the employee.
* Ensuring that workloads are allocated fairly.
* Monitoring performance.
* Building morale and providing encouragement to perform well.

Setting development activities:

* To support staff to identify and prioritise development needs.
* To mutually agree a plan to meet identified development needs.
* To give consideration to individual career aspirations and goals.
* To assist individuals in achieving their career aspirations where appropriate.
* To provide on the job instruction, guidance and support where necessary.
* To ensure that employees are clear in relation to child protection issues and to provide support accordingly.
* To identify how individuals can be helped to improve their contribution in their present job.

Reviewing the progress of work and giving feedback on performance:

It is important to:

* Review regularly progress of negotiated and agreed schedule of work.
* Assess current performance against agreed objectives and timescales.
* Identify, analyse and agree ways to solve problems.
* Take opportunities as they arise to nurture good performance and constructively address any areas of under-performance.
* Deal with unsatisfactory staff performance in accordance with Little Buds Disciplinary Policy where appropriate.

The employee is responsible for:

* Participating fully and in a constructive way in the 1-2-1 process.
* Ensuring that he/she seeks clarity in relation to objectives set.
* The identification of development needs and the agreement of a plan to meet identified development needs.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds management teams.

Signed: …………………………………………………………………………………..

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date: ……………………………... Signed: …………………………………………..

Date: ……………………………... Signed: …………………………………………..

Date: …………………………….. Signed: …………………………………………..