**Principle**

Little Buds believes that happy content staff will not only have a better relationship with each other, but also with the children.

**Policy**

This policy was put in place to show the measures that Little Buds has taken to ensure that staff feels confident to carry out their everyday tasks and to meet the needs of our children.

Procedure:

* Staff meetings will take place every 2-4wks. At these, meetings staff will discuss various issues such as children, resources and up and coming events.
* One to one meetings will take place every 6-8wks. These meetings will take place between the leader and the other staff. The leader will focus on areas that might need development and will set targets. The leader will then work with the member of staff on achieving these targets. This will be done by seeking training, providing literature or by modeling techniques or strategies.
* Staff appraisals will take place on an annual basis. During this, leader and staff will have a private meeting to discuss the staffs strengths and areas that they feel they are lacking in. Appropriate training or help will be sought to help the staff through their difficulties. The Leader of the playgroup will undertake an appraisal with the Chairperson of Little Buds Committee on a yearly basis.

**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 Team

Signed:……………………………………………………………………………………

(on behalf of the setting)

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

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

Reviewed on:

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

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

Date:………………… Signed:……………………………………………