



Staff Appraisal Policy

Policy Number	QA4/2	Title	Staff Appraisal Policy
Revision	3.0	Written By	Policy Team and Nominated Supervisor
Reviewed By	EHOOSH Management Committee	Approved By	EHOOSH Management Committee
Supersedes	2.0	Effective Date	April 2025

1. Policy Statement

At Eastwood Heights OOSH, we are committed to fostering an environment where continuous professional improvement is valued and supported. Our staff appraisal process is designed to enhance the performance, skills, and professional development of all educators and staff members. Through meaningful feedback, *goal setting*, and support, we aim to promote a positive organisational culture focused on delivering quality education/*experiences* and care for children.

2. Background

The Education and Care Services National Law and National Regulations require services to ensure that all staff are adequately trained, supervised, and supported. The National Quality Standard highlights the importance of professional development and continuous improvement. Staff appraisals are critical tools for recognising achievements, addressing

professional development needs, and ensuring that the service's philosophy and objectives are achieved.

3. Procedure

The implementation of a structured and supportive staff appraisal process at Eastwood Heights OOSH ensures that educators and staff are given clear guidance, regular feedback, and opportunities for professional growth. The system promotes a collaborative and reflective approach to continuous improvement and aligns with the service's commitment to maintaining a high-quality learning environment for all children.

3.1. Introduction to the Appraisal Process

New staff will be introduced to the staff appraisal process during their induction. An initial performance review will occur within three months of commencement to ensure clear understanding of the role, responsibilities, and expectations

3.2. Regular Performance Reviews

All staff will participate in formal appraisals at least once every 12 months. These appraisals will review job descriptions and performance expectations, provide constructive feedback based on observations and self-assessment, identify professional development and training needs, and recognise achievements and contributions. By doing this, a development plan is created in conjunction with the educator which allows them to have an idea of the pathway they are on and what the service can do to support these goals.

3.3. Appraisal Preparation

Staff will receive at least a week notice before an appraisal meeting. They will be encouraged to reflect on their own performance using a self-assessment tool, while supervisors will prepare performance notes and gather input from relevant colleagues where appropriate.

3.4. Conducting the Appraisal

The appraisal will be a two-way conversation encouraging openness and honesty. Strengths will be acknowledged and areas for development will be identified collaboratively. Clear goals and professional development plans will be established and documented.

3.5. Addressing Performance Concerns

Where concerns about performance are identified, a Performance Improvement Plan will be developed. Timeframes and support strategies will be agreed upon, with ongoing feedback and review meetings scheduled. If no improvement is evident despite support, disciplinary action will be taken.

3.6. Appeals Process

If a staff member disagrees with the appraisal outcome, they may submit a written appeal to the EHOOSH Management Committee for review. The appeal process ensures fairness and transparency.

4. Roles and Responsibilities

Approved Provider	<ul style="list-style-type: none">• Ensure a performance management system is implemented and reviewed.• Provide resources for staff development.• Support fair and transparent appraisal practices.
Nominated Supervisor	<ul style="list-style-type: none">• Facilitate the appraisal process.• Provide feedback and professional development support.• Address performance concerns promptly and respectfully.
Responsible Person in Charge	<ul style="list-style-type: none">• Support the Nominated Supervisor in conducting appraisals.• Assist in monitoring ongoing staff performance
Educators and Support Staff	<ul style="list-style-type: none">• Engage openly and professionally in the appraisal process.• Reflect on personal performance.• Contribute to goal-setting.• Actively pursue agreed-upon professional development goals.

5. References

5.1. Statutory Authority

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Work Health and Safety Act 2011 (NSW)
- Disability Discrimination Act 1992 (Cth)
- Anti-Discrimination Act 1977 (NSW)

5.2. Relevant Service Policies

- Governance and Management Policy
- Conditions of Employment Policy
- Educator Professionalism and Code Of Conduct Policy

5.3. National Frameworks

- National Quality Standard, Quality Area 7 (Governance and Leadership)
- Early Childhood Australia (ECA) Code of Ethics

6. Legislative Requirements.

Education and Care Services National Law Act 2010

Regulation 168	Education and care service must have policies and procedures.
Regulation 170	Policies and procedures to be followed.
Regulation 173	Prescribed information to be displayed.
Regulation 177	Prescribed enrolment and other documents to be kept.
Regulation 150	Staff Record must be maintained.

Revision Chronology

Version Number	Date	Reason for Change
1.0	April 2017	Creation Of Policy
2.0	December 2019	Endorsed by OOSH Executive Committee
3.0	April 2025	Updated with New Policy Template