



K.C.C Staff Appraisal

Policies and Procedures Appendix 3

- To be carried out annually. (Term 4)
- Co-ordinator to process the completed forms.
- Group appraisal results will be shared anonymously.
- Self-appraisals will be discussed with the co-ordinator and, if necessary, goals for improvement established.

GROUP APPRAISAL

Each staff member will fill in this form, then place it in the co-ordinators in-box for processing by the agreed date of: _____

Circle the number you believe most applies, 1 being a low score, 5 being a high score

- | | | | | | |
|---|---|---|---|---|---|
| 1. The centre feels like a safe, happy place for children to be. | 1 | 2 | 3 | 4 | 5 |
| 2. The centre provides interesting activities for the children. | 1 | 2 | 3 | 4 | 5 |
| 3. The centre is kept clean and tidy. | 1 | 2 | 3 | 4 | 5 |
| 4. All staff do their share of the work. | 1 | 2 | 3 | 4 | 5 |
| 5. All staff work harmoniously. | 1 | 2 | 3 | 4 | 5 |
| 6. There is a positive relationship between staff and parents. | 1 | 2 | 3 | 4 | 5 |
| 7. There is a positive relationship between staff and children. | 1 | 2 | 3 | 4 | 5 |
| 8. There is an effective working relationship between KCC and school. | 1 | 2 | 3 | 4 | 5 |
| 9. Staff are consciously trying to apply Choice Theory principles | 1 | 2 | 3 | 4 | 5 |
| 10. Staff demonstrate KORAU values through words and actions | 1 | 2 | 3 | 4 | 5 |
| 11. Negative behaviour from children is attended to appropriately. | 1 | 2 | 3 | 4 | 5 |
| 12. The centre is well-resourced. | 1 | 2 | 3 | 4 | 5 |

Any further information you wish to share:



K.C.C Self Appraisal

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Circle the number you believe most applies, 1 being a low score, 5 being a high score

- | | | | | | |
|---|---|---|---|---|---|
| 1. The centre feels like a safe, happy place for me to be. | 1 | 2 | 3 | 4 | 5 |
| 2. I have the ability to provide interesting activities for the children. | 1 | 2 | 3 | 4 | 5 |
| 3. I help keep the centre clean and tidy. | 1 | 2 | 3 | 4 | 5 |
| 4. I do my share of the work. | 1 | 2 | 3 | 4 | 5 |
| 5. I work harmoniously with other staff. | 1 | 2 | 3 | 4 | 5 |
| 6. I have a positive relationship with parents. | 1 | 2 | 3 | 4 | 5 |
| 7. I have a positive relationship with the children. | 1 | 2 | 3 | 4 | 5 |
| 8. I am consciously trying to apply choice theory principles | 1 | 2 | 3 | 4 | 5 |
| 9. I demonstrate KORAU values through words and actions | 1 | 2 | 3 | 4 | 5 |
| 10. I can deal with negative behaviour from children appropriately. | 1 | 2 | 3 | 4 | 5 |
| 11. I am receiving appropriate training for my role. | 1 | 2 | 3 | 4 | 5 |

I wish to discuss the following with the co-ordinator:

Outcome of discussion/personal goals for next year.

Name: _____ Date: _____



K.C.C Parent Survey

Policies and Procedures Appendix 3

Circle the number you believe most applies, 1 being a low score, 5 being a high score

- | | | | | | |
|---|---|---|---|---|---|
| 1. The care centre feels like a safe, happy place for my child to be. | 1 | 2 | 3 | 4 | 5 |
| 2. The care centre provides interesting activities for my child. | 1 | 2 | 3 | 4 | 5 |
| 3. The care centre is kept clean and tidy. | 1 | 2 | 3 | 4 | 5 |
| 4. I am kept well-informed about care centre activities. | 1 | 2 | 3 | 4 | 5 |
| 5. I am made to feel welcomed by staff. | 1 | 2 | 3 | 4 | 5 |
| 6. I have a positive relationship with staff. | 1 | 2 | 3 | 4 | 5 |
| 7. There is a positive relationship between staff and children. | 1 | 2 | 3 | 4 | 5 |
| 8. Negative behaviour from children is attended to appropriately. | 1 | 2 | 3 | 4 | 5 |
| 9. The centre is well-resourced. | 1 | 2 | 3 | 4 | 5 |

Any comments/concerns?

Name (Optional): _____