



Policy Title	PDR Review	Date Implemented or Date of Last Review	04/20
Policy Reference	L&M (Local 3)	Date of Next Review	04/21

1. Introduction

This policy sets out the Professional Development Review (PDR) processes for all staff at Cove Care.

The PDR at Cove is defined as the ongoing process of professional growth of the employee, consistent with the documented Mission Statement, and corporate, service and placement development plans. The PDR should clearly enhance the delivery of care and the experiences of the young people. It will support the professional aspirations of staff in the context of the requirements of the service. The main purpose of PDR, therefore, is to provide a structure for all staff to explore their ambitions, professional direction, training and developmental needs along with their previous achievements and future goals, with a senior professional in a qualified position to contribute meaningfully to this process.

2. Process

All members of staff are employed initially on a probationary basis for a six month period from the date of employment. The probationary period carries with it a 1 week notice period for either party.

Immediately on commencement of employment, the staff member undertakes a company Induction program. The Induction varies according to the needs of the employee and the service; the Residential Service Induction for Support Workers, for example, is ran over 10 days and includes introductory sessions on the Company Values, Mental Health, Professional Practice; Safe Care; Safeguarding, Health & Safety, Moving & Handling; Basic First Aid; Food Hygiene; and Management of Aggression. Inductions of more senior personnel and different services may be more tailored depending on the needs of that employee, and the Registered Manager of the service will be responsible for ensuring the Induction is comprehensive and meets their needs.

Each employee is also immediately allocated a supervisor and an appraiser. These individuals have the following functions:

Supervisor: a senior staff member responsible for the day-to-day line management, role, responsibilities and conduct of the employee. The line manager is available for ad hoc and planned advice and support to the employee. All supervisors should have a minimum of 2 years



experience within children's care services, have successfully completed their own probationary period at Cove Care, and preferably have undertaken a suitable relevant qualification (i.e. clinical supervision, leadership, management). Formal supervision should occur a minimum of fortnightly within the probationary period and monthly on successful completion of this, but can be more frequent at the request of either party.

Appraiser: preferably this will be a different individual to the allocated supervisor, but the same criteria for their suitability apply. The appraiser's primary responsibility is to coordinate the PDR process for the employee. The appraiser and appraisee will meet according to the following timeline:

Introductory PDR Meeting: within 1 month of employment. Aims of meeting: to set out the structure of PDR; to introduce both participants professional backgrounds; to begin to explore the PDR needs of the appraisee in line with service development plans; to review the Induction of the appraisee; to allocate any supporting induction work with the appraisee i.e. Children's Workforce Development workbook; to set outcomes for the Formative PDR.

Formative PDR Meeting: around 3 months from the date of employment. Aims of meeting: to continue to explore the PDR needs of the appraisee; to ensure Induction process is in place and to set outcomes for the completion of this by the Summative PDR.

Summative PDR Meeting: at 6 months from date of employment. Aims of meeting: to successfully ensure appraisee transitions from probationary to full employment status; to ensure Induction is fully completed; to formally set out PDR outcomes with the appraisee around their training and developmental needs.

3. Ongoing PDR

At the successful completion of the Summative PDR, plans and outcomes for the training and developmental needs of the appraisee can then be discussed and agreed.

PDR Meetings are held annually after the Summative PDR, although can be more frequent if identified by either party.

Mandatory in-house training is comprehensive and delivered by a combination of experienced Cove staff and quality external training providers. The content of the in-house program is informed by annual Training Needs Analyses for the particular service and different level of employment grades. The current program for the residential care service at RSW and Team Leader levels, for example, includes the following mandatory sessions:

- Risk Assessment & Care Planning
- Mental Health Awareness
- Mental Health First Aid
- Keyworking Skills
- Positive Behaviour Strategies



Arena of Safety
Child Development
Report Writing
Use of CoveNet (intranet system)
Safeguarding
Basic Counselling Skills
Presentation Skills

Cove Care has set an organisational target for 100% of its residential care staff to attain the Level 3 Diploma in children's care. On the successful completion of the Summative PDR allocation to this course will be arranged by the organisation for all staff who require this, and the appraisee will be supported in completing the course.

Other training and developmental needs might include the allocation of resources to support the appraisee to identify or access a suitable external course. This allocation of resources will be explored and negotiated by the appraisee, appraiser and supervisor, and all requests for allocation to external courses should be made by a formal application for study leave by the appraisee completing the relevant Study Leave Request Form. This request is considered by the Senior Management Team (SMT). In this application, the employee must clearly evidence how the course meets the needs of the service and the quality of care of the young people. Also, the employee should make a clear request for the resources to be considered by the SMT. Typical arrangements include an allocation for part-funded / part-study time; full-funded / employee own time; zero funded / full work time.

Signed by Cove Care

Lee Smith

Director

4/20