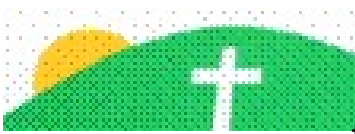


Annual Review for Pastoral, Youth and Children's workers

Name (of worker)			
Role (title)			
Also Present at Review	(Supervisor)		
Are you happy in the role?		Review Date	
What are the positives?			
What are the negatives?			
Training desired?		Training Needed	
How has the role changed since last review?			
Is supervision adequate?		How could we improve?	
Resources material or funding wanted		Further support needed	
How do we envisage the work developing this year?			
Do you have a job description?		Changes needed to job description	
Signed	(Worker)		(Supervisor)

To be completed by worker, before review	To be completed by supervisor, at review
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Annual Review for Pastoral, Youth and Children's workers

We will follow up the review discussions, by asking colleagues or people who know you, or know about your work. Do you have suggestions for who we should talk to? (Not a family member!) If you don't suggest references, we will simply ask around.

Name	Name
Tel	Tel
Address or email address	Address or email address
Please address such questions as: Do you think this person is in the right role What skills/abilities and qualities do they bring Do you have any concerns about their work	Please address such questions as: Do you think this person is in the right role What skills/abilities and qualities do they bring Do you have any concerns about their work

For supervisors, and leaders:

Warn your staff member that you need a chat. Arrange a time for half an hour. Hand out this form just to start thinking. The form isn't important, the conversation is.
 Ask your worker to fill in the light grey boxes before the meeting or make notes about things they wish to discuss, prompted by the form
 Take a colleague from your leadership team to the meeting.
 Fill in the dark grey boxes. Date and sign to acknowledge the conversation has happened.
 Follow up with reference requests or a quick chat with colleagues or friends.
 Record the comments.
 Follow up the action items (job descriptions, training, resources...)
 Lodge the complete form with your safeguarding coordinator or team lead. Store securely
 Once superseded (next year!) store the paper in the secure cabinet in the Partnership Office

