

**TOOL 3.6**

RECORDING OBSERVATIONS FOR BEHAVIOURAL EVIDENCE

GUIDE FOR EMPLOYERS IN USING THIS TOOL

This tool provides a template that can be used in collecting and recording the observations made of an employee's performance focusing upon their interactions with children, colleagues and families. This tool should be reviewed and tailored to meet the needs of the service.

Collecting evidence relating to the performance of an employee can be helpful in facilitating discussions

around their strengths and challenges. Using behavioural observations assist with gathering authentic and meaningful information that can support the employee in acknowledging what they are doing well in and areas they might like to consider for enhancement or improvement.

Employers may like to use this tool to highlight the practices employees engaged in that generated positive and productive outcomes in their work as well as

potential missed opportunities. Recording behaviours must be authentic and it is important that the observer remains objective whilst documenting what they see.

The background information section gives some context of the 'moment in time' the employee is being observed to make sure that all circumstances have been accounted for during the time of observation.

The observation recording tool then provides space for the observer to document the behaviours and actions of the employee and consider which NQS quality area the particular behaviours might relate to.

This tool is also useful for the service's quality improvement process to assist with reflection and planning.

|  |  |
| --- | --- |
| **Employee to be observed:** | **Qualifications:** |
| **Group name:** | **Position title:** |
| **Observer:** | **Position title:** |
| **Date:** | **Time frame: am/pm to: am/pm** |
| **Areas specific to observation:** | |



**TOOL 3.6**

RECORDING OBSERVATIONS FOR BEHAVIOURAL EVIDENCE *(continued)*

BACKGROUND NOTES

Set up of physical environment

Provide a brief description of the arrangement of equipment and materials.

OBSERVATION

*This page may be photocopied.*

|  |  |  |
| --- | --- | --- |
| **Date** | **Observer** | **Quality Areas**  **1 2 3 4 5 6 7** |
| **Time** | **Observation** |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

OBSERVATION *(continued)*



**TOOL 3.6**

RECORDING OBSERVATIONS FOR BEHAVIOURAL EVIDENCE *(continued)*

*This page may be photocopied.*

|  |  |  |
| --- | --- | --- |
| **Date** | **Observer** | **Quality Areas**  **1 2 3 4 5 6 7** |
| **Time** | **Observation** |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |