



STAFF DEVELOPMENT AND TRAINING POLICY

Purpose

We support staff training wherever possible to allow personal development and to improve practice within our settings. Staff will be supported by their line managers when they undertake a qualification by facilitating the appropriate assignments and projects within the nursery.

Policy

- Staff may apply for assistance with their initial enrolment fee for relevant courses, as approved by their line manager.
- We provide an e-learning platform. This enables employees to access
 - mandatory training courses,
 - full induction programme,
 - updated information on law and legislation,
 - support and guidance with early years practice and
 - access to resources and documents to support continuous professional development.
- We ensure that a minimum of 50% of staff are qualified for Level 3 or equivalent in childcare and education. Other staff working at the nursery will either be qualified for Level 2 or undertaking training.
- We strongly promote constant professional development, and all staff have individual training records and training plans to enhance their skills and expertise.
- We have a training budget which is set annually and reviewed to ensure that the team gain external support and training where needed.

To facilitate the development of staff we:

- Coach, lead, and role model with staff, and offer encouragement and support to achieve a high level of morale and motivation.
- Allocate students with a mentor who will support them with their course work and assignments and liaise with tutors on a regular basis to ensure progress is being made.
- Promote teamwork through ongoing communication, involvement and a no-blame culture to enhance nursery practice
- Provide opportunities:
 - for delegation based on skills and expertise and
 - to offer recognition and stimulate staff and
 - to encourage staff to contribute ideas for change within the nursery and
 - to hold regular staff meetings and team meetings to develop these ideas.
- Hold regular meetings to discuss strategy, policy, and activity planning
- Encourage staff to further their experience and knowledge by attending relevant external training courses and
 - encourage staff to pass on their knowledge to those who are less experienced,
 - disseminate knowledge from external training to small groups of staff within the nursery
- Provide regular in-house training relevant to the needs of the nursery
- Complete staff supervisions every 4-6 weeks where training and development targets are discussed and updated



- Complete staff appraisals every year where objectives and action plans for staff are set out. Our aim is to promote a positive learning culture within the setting. This includes
 - sourcing training according to their individual needs and
 - developing a training plan addressing both qualifications and
 - continuous professional development needs of the setting, and of individual staff.
- Delegate responsibilities according to an individual's expertise
- Cascade information and hold regular internal training events
- Carry out full evaluations of all training events and use these to evaluate the training against the aims set. This will enable the development of future training programmes to improve effectiveness and staff learning
- Provide inductions to all new staff and assign a 'work buddy' to coach and offer ongoing support and guidance.

Associated documents:

- [Appraisal form](#)
- [Supervision form](#)
- [Pre-Appraisal form](#)
- [Senior Staff Report](#)