

# Staff Development and Training

## **Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills**

**Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities**

At Yaxley & Mellis Pre-School we are committed to on-going personal growth for all our staff members. The pre-school places a high value on each staff member. It is in the interests of the pre-school, the children, families, and the individual, that each staff member be given the opportunity to develop to their maximum and to broaden their knowledge and skills in caring for children.

The staff are our Preschool's most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to providing good training and development opportunities for staff so that they are able to perform their roles both efficiently and effectively.

The Pre-School recognises that regular personal and professional development are essential components in maintaining the quality and delivery of high standards of care and education for all children in the early years. It is therefore essential that all members of staff keep updated with all current and new legislation affecting the childcare industry and how it informs modern practice.; It is therefore a requirement that all staff attend ongoing training courses.

Additionally, with well-trained and motivated staff, the pre-school is better able to meet the diverse and complex needs of children within the local community.

Yaxley & Mellis Pre-School accesses training for staff members through Suffolk County Council, and private consultants as the need arises.

Mandatory Training includes: Safeguarding, First Aid, and Food and Hygiene. These are carried out within the first six months of employment and renewed every three years.

Training is organised by the setting, being identified during the staff appraisal process, monitoring we have carried out, to reflect on any legislative requirements and any other reason deemed necessary by the management of Yaxley & Mellis Pre-School. The training is then designed to fulfil the needs for the individual, the team and the organisation. Staff members are required to attend training with positive attitudes and respect. The pre-school staff are professionals, behaving professionally means adopting courteous and dignified mannerisms at all times. Staff must go prepared with the relevant materials for note taking. The staff members having

attended a training course, are required to cascade their training to the rest of the staff team, to introduce where suitable the knowledge acquired, in addition, give feedback on relevance and quality of the course.

To facilitate the development of staff we:

- We act as role models for staff as well as coaching and leading. We offer encouragement and support thus promoting high morale and motivation
- We promote teamwork through ongoing communication, involvement and ensuring that a no blame culture is adopted. This allows all staff to discuss mistakes openly and learn from them – thus enhancing the preschool's practice
- We provide opportunities for increased responsibility in a supportive environment for staff members who show willingness and have the necessary skills and expertise. The recognition of trust in their ability promotes confidence.
- We encourage each staff member to contribute ideas for change within the pre-school . We hold regular staff meetings and team meetings to develop these ideas, discuss strategy, policy and curriculum planning
- We encourage staff to further their experience and knowledge by attending relevant external training courses
- We encourage staff to pass on their knowledge, both to those who are less experienced and to disseminate knowledge gained at external training to all staff within the setting. Staff are expected to share information at staff meetings
- We provide regular in-house training relevant to the needs of the staff within the setting.
- We carry out on-going supervision with all staff.
- We promote a positive learning culture within the setting
- We delegate responsibilities according to an individual's expertise
- We cascade information and hold regular internal training events
- We carry out training needs analysis for all individual staff, the team as a whole, and for the pre-school.
- We carry out full evaluations of all training events and use these to evaluate the training against the aims set to enable the development of future training programmes to improve effectiveness and staff learning
- We provide inductions to welcome all new staff and our Manager/Team Leader will mentor and support new staff and students on placements.
- We offer ongoing support and guidance
- We offer to staff varied information sources which are located in the office.

It is the Manager's, responsibility to ensure that staff are kept up-to-date with recent legislation and are suitably enrolled on any courses that are necessary to fulfil the pre-school's legal responsibilities.

Annually Staff appraisals are carried out. Objectives are identified and action plans for individual staff members are set out. Training is sourced according to individual needs. With the appraisals set, each member of staff is then invited to have one to one supervision meetings with the Team Leader/Manager on a regular 8 weekly basis. See Appraisal Procedure

Staff are responsible for ensuring their CPD file is kept up to date. Training feedback forms are completed after every training session and a copy kept on file.

Information and documentation is always available to assist staff awareness of the Early Years Foundation Stage, and documents related to their roles and responsibilities. Staff are encouraged to access Journals such as Nursery World, Practical Preschool and any other relevant articles.

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