

Smallville Nursery Staff Development Policy 2022

Revised March 23

Smallville Nursery Staff Development Policy 2022

EYFS: 3.2 & 3.22

Smallville Nursery highly values its staff. It is in the interests of the nursery, the children, their families, and the individual, that each staff member is given the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children.

Personal and professional development is essential for maintaining the delivery of high-quality care and learning for children in their early years. It underpins all aspects of positive interactions and activities planned for children.

At Smallville Nursery we ensure that a high percentage of our staff are qualified to Level 3 (or equivalent) or above in childcare and education. Other staff working at the nursery will either be qualified to Level 2 or undertaking training. This allows us to offer ongoing support and guidance.

We strongly promote continuous professional development. Individual training records and training plans are kept for staff to enhance their skills and expertise. We have a training budget which is reviewed to ensure that the team gain external support and training where needed.

Staff complete Safeguarding and Food and Hygiene training annually and all staff are paediatric first aid trained. All staff have a Noodle Now account where they can enhance their knowledge and understanding through online training. If further training is required, then they can request to a course. If the course will enhance the quality of provision for the children or support the staff member in their job, then the nursery manager will aim to authorise the training. Smallville Nursery offer inhouse training conducted by the managers too.

To facilitate the development of staff we:

- Coach, lead and offer encouragement and support to achieve a high level of morale and motivation
- Promote teamwork through ongoing communication, involvement and a no blame culture to enhance nursery practice
- Provide opportunities for delegation based on skills and expertise to offer recognition and stimulate staff
- Encourage staff to contribute ideas for change within the nursery and hold regular staff meetings and team meetings to develop these ideas. Regular meetings are also held to discuss strategy, policy and activity planning
- Encourage staff to further their experience and knowledge by attending relevant external training courses
- Encourage staff to pass on their knowledge to those who are less experienced and share knowledge from external training with small groups of staff within the nursery
- Provide regular in-house training relevant to the needs of the nursery
- Carry out regular supervision and appraisals with all staff who have contact with children and families. These provide opportunities for staff to discuss any issues, identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness. Staff appraisals are regularly carried out where objectives and action plans for staff are set out, whilst also identifying training needs according to their individual needs

Smallville Nursery Staff Development Policy 2022

- Develop a training plan addressing both qualifications and continuous professional development needs of the nursery and individual staff
- Promote a positive learning culture within the nursery
- 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
- Provide inductions to welcome all new staff and assign a 'work-buddy' to coach and support new staff
- Offer varied information sources including membership to local and national organisations, resources, publications and literature to all staff.
- Keep a record of any and all formal staff training.