



## Staff Development and Training



**Staff members are our Nursery'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 Nursery recognises that regular training and monitoring of professional development are important for all staff. Staff development and training are vital because it allows staff to keep up to date with current thinking and practice about both play and child development issues. Additionally, with well-trained and motivated staff, a Nursery is better able to meet the diverse and complex needs of children within its local community.

The Nursery is committed to providing for staff:

- A full induction process.
- A regular system of supervisions.
- Information about qualifications and training.

This will help to ensure that staff development needs are being met and that staff training and qualifications are meeting the requirements of the Nursery and the welfare requirements within the Early Years Foundation Stage.

### **Staff Inductions**

New members of staff will be issued with a job description and a copy of the Nursery's policies. Staff will also undergo an induction process during the first month of their employment and be assigned a mentor to help them settle in.

As part of the induction, the Manager or mentor will discuss and talk through everyday practices of the Nursery. These will include:

- Showing new staff around the premises, pointing out all fire exits, toilets and areas such as the staff room, kitchen and Nursery office.
- Explaining staff rotas, breaks and all aspects of the day-to-day management and running of the Nursery.
- Introducing the new member of staff to their colleagues, children and parents/carers where appropriate.

- Pointing out the practical implications of the Nursery’s policies and practices, including how they relate to the Nursery’s obligations under the welfare requirements
- Staff will be asked to sign to confirm that they have read and understood the Nursery’s policies, particularly those relating to health and safety and safeguarding children.

**Staff Supervision**

The main objective of the Nursery’s supervision system is to review employees’ performance and potential, and to identify suitable and appropriate training and development needs.

The Manager’s supervision will be carried out by the Chair of the Committee. Other staff will be by the Manager.

**Staff Meetings**

There will be regular staff meetings for problem solving, information sharing and acknowledging work issues. These are also opportunities for staff to reflect on their work performance and review any difficulties they may be facing. Staff meetings will be a forum for objectives for the Nursery.

**Training Opportunities**

The Nursery will do all it can to support staff who are working towards improving their qualifications and training experience.

It is the responsibility of the Manager and Committee to identify and promote suitable training courses for staff. Support will be given to help staff overcome any barriers to accessing such training.

Staff will be expected to attend training courses and update their skills as and when requested by their Management Committee. Staff will not suffer financially for any training that they are required to undertake. Our Nursery budget allocates resources to training.

Specific training courses in Food Hygiene, Equality and Diversity, Safeguarding Children, First Aid, Inclusion, and Health and Safety are recommended. Staff members must always attend such courses when requested. It is the Management Committee’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 Nursery’s legal responsibilities.

Signed on behalf of the Management Committee:

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually. Next due to be updated: September 2020

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”