

## **Beatle Woods**

### **Staff Development & Training Policy**

#### Aim

At Beatle Woods we are committed to on-going personal and professional growth for all our staff members.

The nursery places a high value on each staff member. It is in the interests of the nursery, 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.

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.

#### Mandatory Training

Mandatory in house and externally provided training includes:

- Safeguarding Policy;
- Understanding Role and Responsibilities;
- Emergency Evacuation Policy;
- Child Protection;
- Equal Opportunities Policy;
- Health and Safety;
- Paediatric First Aid;
- Food Hygiene;
- Risk Assessment;
- Child Development;
- Pedagogy – training on Beatle Woods – to cover observation, assessment and planning.

These training modules are carried out within the first six months of employment and most of which are then updated annually.

Training is organised by the nursery 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 Beatle Woods. The training is then designed to fulfil the needs for the individual, the team and the organisation.

To facilitate the development of staff we:

- act as role models for staff as well as coaching and leading. We offer encouragement and support thus promoting high morale and motivation;
- 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 nursery practice;
- 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;
- encourage each staff member to contribute ideas for change within the nursery. We hold regular staff meetings and team meetings to develop these ideas, discuss strategy, policy and curriculum planning. Informal meetings are held daily;
- encourage staff to further their experience and knowledge by attending relevant external training courses;
- 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 nursery. Staff are expected to share information at staff meetings;
- provide regular in-house training relevant to the needs of the staff within the nursery;
- carry out on-going supervision with all staff ( see separate Supervision and Appraisal Policy)
- promote a positive learning culture within the setting;
- delegate responsibilities according to an individual's expertise;
- cascade information and hold regular internal training events;
- carry out training needs analysis for:
  - all individual staff;
  - the team as a whole; and
  - 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 ongoing support and guidance;

- offer to staff varied information sources including national publications and literature.

### Appraisal Procedure

Annual 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 their manager each half term.

### Continuing Professional Development (CPD)

CPD is an integral part of Beatle Woods approach to maintaining high standards of care informed by current trends, service development, the recruitment and retention of the best staff and on-going learning and development of each individual.

Staff are encouraged to research relevant training events run by external providers and seek Managerial permission to attend such events. This may involve written justification asking for Beatle Woods to pay for such events (including expenses such as travel costs and accommodation, if required) and provide paid time to attend.

Beatle Woods has a responsibility to help you meet your development needs which relate to performance and professionalism in your post. The nursery is committed to and will promote CPD by providing training opportunities which are sometimes referred to as mandatory along with allowing you the opportunity to “choose”.

Continuing professional development will help you develop and build on personal, professional and work based expertise throughout your working life. It is important to realise that your development occurs not only as a result of attending a training course – it is also gained through taking part in a wide range of processes and learning activities such as:

- Working with qualified staff who you respect and can ask questions of;
- seminars and conferences;
- report writing;
- project working;
- short courses;
- non-vocational courses;
- vocational courses;
- new experiences/tasks in your current job;
- research studies/for projects at work;
- job swaps and work shadowing;
- mentoring (including induction mentoring);

- team building;
- evening classes;
- reading professional magazines and articles;
- out of work activities and hobbies;
- attending workshops;
- planning and facilitating events.

Training feedback forms are completed after every training session and a copy kept in the staff file. Any external training will be written up by the attendee and the training summarised and disseminated to the wider Beatle Woods team.

During your supervision meeting, your file will be looked at by the manager.