

6.13 Court Field Preschool CIO Staff Development and Training Policy

Policy statement

Staff are our pre-school's most valuable resource, as it is only through their commitment and effort that quality provision can be both established and maintained. We are therefore committed to staff training and development. Supporting staff in understanding and delivering, in their roles, efficiently and effectively. We also want to support continuous professional development.

Procedures

Staff development and training is vital allowing staff to keep up to date with current thinking, practice and changes in the childcare sector. Additionally having well-trained and motivated staff, working as a team, to meet the diverse and complex needs of children within its local community.

The pre-school is committed to providing the following for staff:

A regular system of supervisions and an annual appraisals.
An up to date record of staff 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 pre-school and the Early Years Foundation Stage Framework.

Staff Supervision

There will be meetings each half term to share what is going well, success and progress made. What is not going so well, an opportunity for staff to reflect on their work performance and review any difficulties they may be facing. To raise any concerns they have over practice and procedure. This is also an additional opportunity for staff to raise safeguarding concerns.

Staff Appraisal

The main objective of the pre-school's appraisal system is to review employee's performance and potential, and to identify suitable and appropriate training and development needs.

Appraisals will be an annual meetings between staff and the Manager and sometimes the chair of Trustees. They will be used to identify current knowledge, skills, areas for future development and potential training needs. The appraisal will be used to build up a Continual Professional Development Plan for each member of staff.

Staff will also be given the opportunity to give feedback on each other's performance through peer to peer observations. They will also be given the opportunity to feedback confidentially on the Managers and other staffs performance.

Whistleblowing

Staff are encouraged to feel confident in raising serious concerns, to question and act upon their concerns about practice. Our Whistleblowing Policy encourages and enables employees to voice their concerns without fear of victimization, subsequent discrimination or disadvantage.

Staff Meetings

Staff discuss individual planning for children as required.

Staff meetings are planned in each half term for training updates, in house training, planning and children's welfare.

Training Opportunities

The pre-school will support staff that are training in a relevant qualification. All staff are encouraged to take up training opportunities to expand their professional development and ensure up to date knowledge of childcare issues. It is the responsibility of the manager to identify and access suitable training courses for staff and strongly encourage them to take advantage of these. Support will be given to help staff overcome any barriers to accessing such training.

Staff will be expected to attend training courses and update skills as and when requested by the Manager.

Specific training courses in Safeguarding, Food Hygiene, Equal and diversity, Special Educational Needs, Data Protection, First Aid, Health and Safety are obligatory and staff members must always attend such courses when requested. It is the Managers 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.

Legal framework

- List here the relevant Acts of Parliament that form the foundation of the legal requirements for this policy or procedure.

Further guidance

- List here any Government documents that provide guidance on abiding by the relevant legal framework.

This policy was adopted by	_____	(name of provider)
On	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	