**Trinity Tots Nursery**

**Staff Development and Training Policy**

HSCS: 1.13, 3.14, 3.20

At Trinity Tots Nursery we value our staff highly. We believe that 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.

In the interests of the nursery, the children, their families and the individual we give every staff member the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children. A comprehensive and targeted programme of professional development ensures early learning and childcare practitioners are constantly improving their understanding and practice. High-quality professional supervision is provided, based on individual performance related targets, consistent and sharply focused observation and evaluation of the impact of staff’s practice.

Every Room Practitioner is qualified to SVQ Level 3 Social Services (Children and Young People). Our Support Workers are either working towards this qualification or expected to start working towards this qualification within their first year of employment. Room Supervisors are qualified or working towards their Level 4. The Early Years Administrator holds a Post Graduate Certificate in Education and the Nursery Manager is working towards a Bachelor of Arts in Childhood Studies.

We strongly promote continuous professional development and all staff have individual training records and training plans to enhance their skills and expertise based on discussions at supervision meetings and appraisal meetings. We have a training budget which is set annually and reviewed to ensure that the team gain external support and training where needed.

Following Covid-19 the training records of all staff members will be checked and any expired mandatory training that is required (including safeguarding, paediatric first aid, food hygiene) will be planned as soon as possible.

Where possible, meetings and training sessions will be conducted through virtual conferencing.

All staff members will receive appropriate instructions, and training, in the policy and procedure addendums; infection control, the standard operating procedures and risk assessments within which they will be operating.

To facilitate the development of staff we:

* 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 empower staff.
* Coach, lead and offer encouragement and support through the Developing Talent Programme to achieve a high level of morale and motivation.
* Encourage staff to contribute ideas for change within the nursery and hold monthly staff /training meetings to develop these ideas. As part of these meeting practitioners are asked to take turns working in across room teams to evaluate and plan next steps for the nursery using How Good Is Our Early Learning and Childcare.
* 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.
* Document any training including next steps in the Staff Development Floorbook. This includes a full evaluation of the training event which is used to evaluate the training against the aims set to enable the development of future training programmes to improve effectiveness and staff learning
* Provide regular in-house training relevant to the needs of the nursery
* Staff appraisals are carried out six monthly where objectives and action plans for staff are set out, while also identifying training needs according to their individual needs
* Develop a training plan that sets out the aims and intended outcomes of any training, addressing both the qualification and continuous professional development needs of the nursery and individual staff
* Carry out training need analyses for all individual staff, the team as a whole, and for the nursery every six months
* Promote a positive learning culture within the nursery
* Provide inductions to welcome all new staff and assign a ‘work buddy’ to coach and support new staff
* Offer ongoing support and guidance
* Offer varied information sources including publications, audio / visual material and literature to all staff.