Fledglings Day Nursery

# Staff Training and Development Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

## 1 Introduction

Staff training within the revised EYFS (Sept 2014) is seen as a key aspect of developing staff competency and improving outcomes for children.

All providers are required to identify and meet staff training needs. The more providers train and motivate staff, the more able the school/setting will be in meeting the increasingly diverse and complex needs of the children who attend.

## 2 Aims and objectives

The aim of this policy is to ensure that all staff are aware of the requirements regarding staff training and development.

The objective is to ensure that practice in the school/setting is continuously improved through staff training which then leads to better outcomes for children.

## 3 Staff training and development

We believe that the daily experience of children in our EYFS provision, as well as the overall quality, depends on all our staff having appropriate training in order to continuously develop and enhance their skills, knowledge and understanding of their roles and responsibilities.

**3.1** We are committed to improve the overall effectiveness of this school/setting through the delivery of training that supports improvement.

**3.2** We believe all staff have an entitlement to high quality support and training which aids their continued professional development.

**3.3** We will identify staff training and development issues through observational based monitoring of practice and outcomes for children.

**3.4** Training and development is included in our annual development plan and is closely linked to the assessed needs of the children and the overall effectiveness of the provision.

**3.5** Staff supervision will be used to identify the nature and depth of training required for each member of staff and the team as a whole.

**3.6** Staff will be required to identify what training they feel they need.

**3.7** Staff training and development will take place both through in house on-site training/ support and through off-site training courses based on our development plan and the identified needs of individual members of staff.

**3.8** Staff will be required to share what they have learnt at off-site training at staff meetings.

**3.9** The impact of training will be monitored by senior management.

**3.10** All our staff will be provided with the necessary level of safeguarding and welfare training appropriate to their role in the school/setting.

**3.11** Staff with key roles such as SENCO, Behaviour, or Safeguarding and Welfare Officer are supported to continuously update their skills, knowledge and understanding through the attendance of training courses and meetings.

## 4 Induction training

We will ensure that all of our staff receive induction training when they take up their post with the school/setting. This is also aimed to help staff understand their roles and responsibilities.

**4.1** Induction training includes information about emergency evacuation procedures, safeguarding, child protection, our equality policy, and health and safety issues.

**4.2** Induction training is essential in order to inform new staff about our current thinking and practice around both play and child development issues.

## 5 Training opportunities

We aim to do all we can to support staff working towards improving their qualifications and training experience.

**5.1** All staff are encouraged to take up training opportunities to expand their professional development and ensure an up to date knowledge of childcare issues.

**5.2** It is the responsibility of management to identify and promote suitable training courses for staff and encourage them to take advantage of these. Support will be given to help staff overcome any barriers to accessing such training.

**5.3** Staff will be expected to attend relevant training courses and update their skills as and when requested by their headteacher/manager.

**5.4** Training courses in food hygiene, equal opportunities, safeguarding, special educational needs, data protection and health and safety are obligatory and staff will always attend such courses when requested.

**5.5** It is the headteacher/manager’s responsibility to ensure that staff are kept up to date with the latest legislation and are suitably enrolled on any courses that are necessary to fulfil our legal responsibilities.

## 6 Monitoring and review

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**