

Staff Development and Training

The systematic development of the talents and skills of all staff in Little Treasures Nursery is necessary if we are to continually improve the quality of learning and teaching in our establishment.

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.

At Little Treasures Nursery we ensure that 80% of staff are qualified to Level 3 (or equivalent) or above in childcare and education. Other staff working at the nursery will either be qualified to Level 2 or undertaking training.

We strongly promote continuous professional development and all staff have individual training records and training plans to enhance their skills and expertise.

To facilitate the development of staff we:

- Coach, lead and offer encouragement and support to achieve a high level of morale and motivation
- 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
- Encourage staff to contribute ideas for change within the nursery and hold regular staff meetings and team meetings to develop these ideas. Regular meetings are also held to discuss strategy, policy and activity planning
- 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
- Provide regular in-house training relevant to the needs of the nursery
- Staff appraisals are carried out annually where objectives and action plans for staff are set out, while also identifying training needs according to their individual needs
- 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 membership of local and national organisations, resources, publications and literature to all staff.
- Staff are responsible for collating all training attended in their Continuous Professional Development (CPD) folder.
- All staff members attending courses must complete an evaluation form supplied by the course provider, a copy must be given to the manager and a copy for staffs own CPD. If an evaluation form is not provided then upon return to nursery staff must complete a nursery course evaluation form.

National Care Standards- Confidence in staff, Standard 12
Well-managed service, Standard 14

Signature	Position	Date