

## **Staff Training and Development Policy**

Flying Start aims to give high quality childcare and education to children in the Early Years. 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 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 evaluations of the impact of staff's practice.

To facilitate the development of staff we:

- Strongly promote continuous professional development and all staff have access to Noodle Now which is an online training platform.
- Have files to keep all the staff and volunteers' information, qualifications, training and supervision records.
- Ask staff or volunteers who attend training to share what they have learnt with their colleagues.
- Give staff the opportunity to request training through appraisals, supervisions and staff meetings
- Require all staff and volunteers to complete 'Safeguarding Children' on Noodle Now and Prevent Duty <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html> within in 4 weeks of commencing with us and keep these updated 3 yearly. Key workers are encouraged to take any further training in relation to Childs particular needs.
- Have peer observations each time where staff are paired up to observe each and give feedback. All staff are asked to reflect on what they learn from each other.
- Coach, mentor, lead and offer encouragement and support to achieve a high level of morale and motivation
- Promote teamwork through ongoing communication, involvement, and mutual praise to enhance nursery practice
- 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
- Carry out regular termly supervision meetings with all staff. These provide opportunities for staff to discuss any issues particularly concerning children's development or well-being including child protection concerns, identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness.
- Promote a positive learning culture within the nursery
- Provide inductions to welcome all new staff and assign a 'work buddy' to coach, mentor 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.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>
01/07/2021	<i>Sarah Maynard</i>