



Staff Development and Training

We value our staff highly and see our team as the most valuable resource. We believe that ongoing personal and professional development is essential for the delivery of high-quality learning and development opportunities for children in their early years

The overall quality of our pre-school is underpinned by our staff having the appropriate qualifications, training, skills, knowledge, and a clear understanding of their roles and responsibilities.

Every staff member is given the opportunity to further develop their training, knowledge and skills through a comprehensive and targeted programme of professional development. High quality professional supervision is also provided, this provides each staff member with support, coaching and training and promotes the interests of children.

Each meeting is planned based on individual performance related targets, consistent and sharply focused observation and evaluations of the impact of staff's practice.

We ensure that all of the staff have qualifications and/or experience to meet Ofsted criteria, ratios and an excellent understanding of the Early Years Foundation Stage.

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

Continuous training and upskilling is undertaken as part of professional development and to meet essential obligatory qualifications and knowledge, e.g. Safeguarding, paediatric first aid

To facilitate the development of staff we:

- Coach, mentor, 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 pre-school 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 pre-school and hold regular staff 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 or virtual 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 pre-school

- Provide regular in-house training relevant to the needs of the pre-school.
- Carry out regular 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. It is also an opportunity for staff to discuss staff well-being and offer support.
- 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.
- 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 pre-school and individual staff.
- Promote a positive learning culture within the setting.
- Provide inductions to welcome all new staff and mentor and support new staff.
- Offer ongoing support and guidance to all staff.

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.