

Kiddy Academy Staff Development and Training Policy

The nursery highly values its staff. It is in the interests of the nursery, the children, families, and the individual, that each staff member be given the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children.

Personal and professional development is essential to maintaining the quality and delivery of high quality care and education for young children in early years. It underpins all aspects of curriculum delivery and positive interactions. At Kiddy Academy Day nursery we ensure that a minimum of 75% of staff are qualified to Level 3 or equivalent in childcare and education. Other staff working at the nursery will either be qualified to Level 2 or undertaking training. We strongly promote constant professional development and all staff have individual training records and training plans to enhance their skills and expertise. We have a training budget which is set annually and reviewed to ensure that the team gain the external support and training where needed.

To facilitate the development of staff we:

- coach, lead and role model with staff, 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 stimulate 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 curriculum 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 disseminate knowledge from external training to small groups of staff within the nursery

- provide regular in-house training and on the job buddying relevant to the needs of the nursery
- carry out regular supervisions with all staff. Staff appraisals are carried out every year where objectives and action plans for staff are set out, whilst also sourcing training according to their individual needs
- develop a training plan addressing both qualifications and continuous professional development needs of the setting and of individual staff
- promote a positive learning culture within the setting
- delegate responsibilities according to an individual's expertise
- offer annual team building training
- cascade information and hold regular internal training events
- carry out training needs analysis for all individual staff, the team as a whole, and for the nursery every six months
- carry out full evaluations of all training events and use these to evaluate the training against the aims set to enable the development of future training programmes to improve effectiveness and staff learning
- provide inductions to welcome all new staff and assign a 'work-buddy' to coach and support new staff
- offer ongoing support and guidance
- offer to staff varied information sources including membership to local and national organisations, resources, publications and literature.



Childcare at its Best

Review date: 16.01.18	Date of next review: 16.01.19

