



## 2. Staff Development and Training

**Staff are our Club's most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to providing good training and development opportunities for staff so that they are able to perform their roles both efficiently and effectively.**

The Club recognises that regular training and monitoring of professional development is important for all staff. Staff development and training is vital because it allows staff to keep up to date with current thinking and practice about both play and child development issues. Additionally, with well-trained and motivated staff, our club is better able to meet the diverse and complex needs of children within its local community.

Specific training courses in First Aid, Food Hygiene, Equality and Diversity, Safeguarding children, FGM, Prevent, Inclusion, Data Protection and Health and Safety are obligatory and staff members must always attend such courses when requested. It is the Manager's responsibility to ensure that staff are kept up to date with recent legislation and are suitably enrolled on any courses that are necessary to fulfil the Club's legal responsibilities.

The Club is committed to providing for staff:

- A full induction process.
- A regular system of appraisals.
- Up to date records of staff qualifications and training.

This will help to ensure that staff development needs are being met and that staff training, and qualifications are meeting the requirements of the club and the Childcare Register.

### **Staff Inductions**

New members of staff will be issued with a job description and a copy of the Club's policies and procedures. Staff will also undergo an induction process during the first month of their employment and be assigned a mentor to help them settle in.

As part of the induction, the mentor will discuss and talk through everyday practices of the Club. These will include:

- The relationship between the club and the school, including working on a school premises and within a listed building.
- Showing new staff around the premises, pointing out all fire exits, toilets and areas such as the staff room and kitchen.
- Explaining staff shifts, breaks and all aspects of the day-to-day management and running of the Club.



- Introducing the new member of staff to their colleagues, children and parents/carers where appropriate.
- Pointing out the practical implications of the Club's policies and practices, including how they relate to the Club's obligations under the Childcare Register.
- Support to understand their roles and responsibilities.
- Information about emergency evacuation procedures, safeguarding, child protection, the club's equality policy and health and safety issues.

### **Staff Appraisal and Supervision**

The Manager conducts regular staff appraisals. The main objective of the appraisal and supervision system is to review employee's performance and potential, and to identify suitable and appropriate training and development needs. Also, to support staff to improve their qualification level wherever possible. For staff without a relevant qualification, the setting will consider supporting them to obtain a relevant level 2/3 qualification.

Appraisals will take the form of annual meetings between staff and the Manager. They will be used to identify current knowledge, skills, areas for future development and potential training needs.

Supervision will take the form of regular monthly discussions between staff and Manager and will be an opportunity for reflecting on recent professional progress, as well as the targets set and the issues raised during appraisals.

Supervision of staff will also provide support and training to promote the interests of the children. The process will include opportunities for staff to:

- Discuss any issues – particularly concerning children's development or well – being
- Identify solutions to address issues as they arise
- Receive coaching to improve their personal effectiveness
- Identify training needs

The appraisal and supervision process will be used to build a Personal Development Plan (see below) for each member of staff.

### **Staff Meetings**

The Manager/Assistant Manager will have regular meetings and a full staff meeting each half term for problem solving, information sharing and evaluating progress. These are also opportunities for staff to reflect on their work performance and review any difficulties they may be facing. Staff meetings will be a forum for setting objectives for the club.

### **Personal Development Planning**

Personal Development Planning is a continuous process to ensure that staff needs are both identified and acted upon as they arise. It is the joint responsibility of both the member of staff and the Manager to ensure that the plan is kept up to date and that all decisions are followed through.



The Manager will keep a copy of this plan, but each staff member is also encouraged to keep a copy of their own Personal Development Plan, listing any training undertaken and additional skills gained since starting work at the club.

### **Training Opportunities**

The Club will do all it can to support staff who are working towards improving their qualifications and training experience. All staff are encouraged to take up training opportunities to expand their professional development and ensure up to date knowledge of childcare issues.

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

Staff will be expected to attend training courses and update skills as and when requested by their Manager. Staff will not suffer financially for any training that they are required to undertake.