

8.1 Training and development



Introduction

At Tiddley Tots Nursery we believe that our staff is the most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We believe that personal and professional development is essential for maintaining the delivery of high-quality care and learning for children in their early years. 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, we are better able to meet the diverse and complex needs of children within its local community. 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 Purpose of Training and Development

- To enhance the quality of provision.
- To improve the individual's professional skills and qualifications.
- To provide specific information with regards to the needs of some individuals who require extra support, medication or specialist equipment.
- To update any relevant early years information.
- Give staff the skills to deliver the (a) EYFS welfare requirements, and (b) EYFS 7 early learning goals.

To facilitate the development of staff we:

- 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 to enhance nursery practice.
- Delegate responsibilities according to an individual's expertise
- Encourage staff to contribute ideas for change within the nursery and hold regular staff meetings and team meetings to develop these ideas.
- 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 relevant to the needs of the nursery.
- Carry out ongoing supervision 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.
- Promote a positive learning culture within the setting
- Carry out training needs analysis for all individual staff, the team as a whole, and for the nursery.
- 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.

Staff Induction

Induction training will be given to all new members of staff in order to help them understand how our provision operates and their specific role within it. Induction training is an in-depth one-to-one session with a member of the management team, who will give full details of all aspects of the nursery and the procedures and routines we follow in order to provide a safe and stimulating environment.

These will include:

- Showing new staff around the premises, pointing out all fire exits, toilets and areas such as the staff room, kitchen and office.
- Explaining staff rotas, breaks and all aspects of the day-to-day management and running of the nursery.
- Introducing the new member of staff to their colleagues, children and parents/carers where appropriate.
- Pointing out the practical implications of Tiddley Tots Nursery policies and practices, including how they relate to the setting's obligations under the safeguarding and welfare requirements.
- Staff will be asked to sign to confirm that they have read and understood the policies and procedures.
- Explaining the staff their terms and conditions, and contract of employment.
- Discussing practice related to the EYFS and the Statutory Framework for the Early Years foundation stage.
- Completing safeguarding questionnaire.

Staff Supervision

One to one meetings provide opportunities for staff to gain support in their work. All staff will receive regular supervision, and a record of the discussion and decisions will be kept. We aim to foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

Supervision will provide opportunities for staff to

- discuss any issues staff may have
- discuss the member of staff key children's learning, development, well-being and next steps
- identify solutions to address issues as they arise
- receive coaching or request training to improve their personal effectiveness or practice
- discuss staff's workload
- discuss policies and procedures, British Values and Safeguarding
- discuss staff's time management and general attendance

Monthly Staff Meetings

All staff members will regularly attend staff training meetings on the last Friday of each month. Staff will be able to gain a continuous overview of the nursery policies and govern their daily job, raise questions and gain answers. These meetings will also be for problem solving, information sharing and acknowledging work issues. Our monthly staff meeting will give employees opportunities to reflect on their work performance and review any difficulties they may be facing as a team.

Mandatory Training

All staff is required to undertake training in:

- Safeguarding

- Food Hygiene and Safety
- Paediatric First Aid
- FGM
- Prevent Duty

All of the above training will be updated through relevant refresher courses. Any training course may be repeated should the need arise and the setting request the staff member to do so.

Staff Inset days

The setting will provide internal training THREE days per year. During the staff inset days the nursery will be closed to all children. Staff inset days offer opportunities to develop activities to supporting learning and development in the nursery environment.

This is a special day for all the teaching and support staff to face personal and team challenges and have fun. Inset and development days are tailored to meet the specific needs of staff and to focus on priority areas.

Unique and quality training will be arranged to ensure that staff continuously promote the nursery ethos and are kept up-to-date with Tiddley Tots Education. We are committed to providing high quality training with ongoing support for staff to ensure they continuously develop effective learning programme and share ideas on how to maintain a safe environment.

Annual appraisals

Annual appraisals of all staff will review employees' performance and potential, and identify appropriate training and development needs. The Nursery Manager's supervision and appraisal will be carried out by the Nursery General Manager. All other staff will be appraised by the Nursery Manager.

Peer support

All rooms within the nursery have a room leader who has undertaken additional training specific to the age range and needs of children within their care and have experience and suitability for the role. Room leaders undertaking a supervisory role within the setting, will hold a relevant level three childcare qualification or relevant higher qualification. The room leader will be supported by the management team in monitoring and mentoring other staff.

Other Training Opportunities

Tiddley Tots 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 an up to date knowledge of early years related issues.

It is the responsibility of the Nursery Manager and Room Leaders 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 their skills when requested by their Manager. It is the Nursery 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 setting's legal responsibilities.