**Staff Development & Training Policy**

**Purpose of 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 is 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.

We strongly promote constant professional development, and all staff will have individual training records and continued professional development plans to enhance their skills and expertise. External training and support are sought as appropriate to the needs of the nursery and the children attending and to renew/update staff qualifications.

**Implementation**

The nursery management team will lead and role model staff, and offer encouragement and support to achieve a high level of morale and motivation. We promote teamwork through ongoing communication, involvement to enhance nursery practice.

The nursery aims to provide opportunities for delegation based on skills and expertise to offer recognition and stimulate staff and encourages staff to contribute ideas for change within the nursery.

Regular staff meetings and team meetings will be held to develop ideas, discuss strategy, policies, and curriculum planning.

Rainbow Nursery promotes a positive learning culture within the setting and regularly carry out training needs analysis for all individual staff, the team, and for the nursery.

Staff will be required to further their experience and knowledge by attending in-house training and external training courses relevant to the needs of the nursery. Staff are encouraged to pass on their knowledge to those who are less experienced and circulate knowledge from external training to small groups of staff within the nursery.

Staff will be asked to carry out full evaluations of all training events and we will use these to evaluate the training against the aims set to enable the development of future training programmes to improve effectiveness and staff learning.

The nursery management team will 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. Together management and staff will develop a continued professional development plan addressing both qualifications and continuous professional development needs of the setting and of individual staff.

We will provide inductions to welcome all new staff and assign a senior member of staff to support new staff who will offer ongoing support and guidance.

At Rainbow Nursery we ensure that at least 70% 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 Level 3 training.

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines*