

Section 3

General Welfare Requirement: Staff Qualifications. Training Support and Skills.

Providers must support staff to undertake appropriate training and development opportunities.

Staff Training and Development Policy

Policy Statement

Chiddingfold Village Nursery is committed to providing continuous training and development opportunities for its staff.

The purpose of Training and Development is 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 any individuals who require extra support, medication or specialist equipment and to update any relevant early years information.

- The aim of the setting is to have a Graduate Leader and an Early Years Teacher in Situ.
- The Nursery Manager has a BA(HONS) in Early Childhood Studies and is an Early Year Professional (2013). The Deputy Manager has a Foundation Degree in Early Childhood Studies.

Procedures

- 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.
- All staff members undertaking a supervisory role within the setting will hold a relevant level three childcare qualification or relevant higher qualification.
- Nursery assistants will study towards a relevant childcare qualification up to at least level 2 alongside their working hours.
- All staff members will regularly attend staff training meetings.
- When considering individual training and development needs, the needs of the organisation, the nursery, the team and the individual will be taken into account.
- Training will be discussed during staff annual review meetings and a 12 month programme of continuing

professional development will be planned in advance supporting the staff and child needs at that time.

- All staff are required to undertake training in:
 - Paediatric First Aid
 - Safeguarding
 - Food Hygiene
 - Health and Safety and Risk Assessment

- All of the above named training is required to be updated through relevant refresher courses not exceeding three years from the date of the certificate. Any training course may be repeated should the need arise and the setting request the staff member to do so.

- The setting will provide training internally on ONE day per year, during this period. The nursery will be closed. This closure is not chargeable to parents.

- The nursery will endeavour to support staff in any training which will further enhance their own professional development. This will include support of staff members undertaking a relevant childcare qualification through a training provider, college or university.

- If any practitioners wish to further their education at University which affects their working hours/days, they must propose this to the nursery management by a written letter.

- The nursery manager will assess this in line with the needs of the nursery, taking into consideration that their attendance to university during work time can be covered within the nursery.

Legal framework

- The Early Years Foundation Stage (2014) Requirement 3.20

Further guidance

- Surrey CC Early Years and Childcare Service

This policy was adopted at a meeting of	Chiddingfold Village Nursery	name of provider
Held on	February 2015	(date)
Date to be reviewed	February 2016	(date)
Signed on behalf of the management committee		
Name of signatory	Caroline Doherty	
Role of signatory (e.g. chair/owner)	Chair	