



Staff Development

AIM To develop a team of well-informed and experienced professionals operating at all levels within the nursery.

We believe that it is important for all our staff to receive regular training which will not only build on existing knowledge and also will give them new techniques or approaches to childcare. This is achieved in a variety of ways all of which are outlined below.

By holding a nationally recognized quality standard such as Investors In People.

Initially all staff receive an induction appropriate to their appointment. This will cover all policies and procedures in the nursery including health and safety and equal opportunities. All documentation will be checked at this time. Following this all new employees will be subject to a 3 month probationary period after which a meeting will be held to determine if they still have any further training needs. See Staff Handbook for further details of such procedures.

Regular staff meetings are held at the end or beginning of a working day where the agenda will usually contain an aspect of staff training, often at the request of the staff themselves. In addition staff evaluation, forward planning, and revision of policies and guidelines will often take place. Staff also hold separate team meetings on a monthly basis. Minutes are kept of all staff meetings held.

All staff are involved on the decision-making processes of the nursery and their contribution valued. Whenever possible at staff meetings outside agencies are asked to give staff training. These may include other educationalists, nurses, parents with particular areas of skill etc.

Annually a training needs analysis is carried out. Staff are kept well informed of any courses, which may be taking place at local colleges and may be given funding for fees or time off depending on the cost and duration of a course.

It is a condition of employment that all staff hold a current first aid certificate. Each nursery will also have at least one appointed and trained First Aid At Work Officer.

An annual review and appraisal system operates for all staff in the nursery. This covers all aspects of work, addresses training needs and levels of competency.

The nursery maintains a well-stocked bookcase containing many new publications and orders each week month relevant childcare publications e.g. Nursery World, Practical Pre-School. Staff are encouraged to use these resources regularly.

The Proprietor is a qualified early years teacher and a TDLB 32/33 Assessor. All staff working in the nursery should have or be working towards NVQ Level 3 in childcare, or have an equivalent qualification as recommended by Ofsted.

To provide a continuity of staff within the nursery, training is provided so that promotion opportunities may be sourced internally.

Staff are consistently rewarded and encouraged for their hard work and effort. A bonus system is in place for good attendance