



Staff Development and Training Policy

England: EYFS
1.12, 3.18-3.25

1.1 The nursery values its staff highly. It is in the interests of the nursery, the children, their families and the individual that every 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 for maintaining the delivery of high-quality care and learning for children in their early years. It underpins all aspects of positive interactions and activities planned for children.

At Muddy Boots Nursery School LTD nursery we ensure that 75% of staff are qualified to Level 3 (or equivalent) or above in childcare and education. Other staff working at the nursery will either be qualified to Level 2 or undertaking training.

We strongly promote continuous professional development and all staff have individual 'learning journeys' to enhance their skills and expertise.

1.2 To facilitate the development of staff we:

- Coach, lead and offer encouragement and support to achieve a high level of morale and motivation
- Promote teamwork through ongoing communication, involvement and a no blame culture to enhance nursery practice
- Provide opportunities for delegation based on skills and expertise to offer recognition and empower staff
- Encourage staff to contribute ideas for change within the nursery and hold regular staff meetings and team meetings to develop these ideas. Regular meetings are also held to discuss strategy, policy and activity planning
- 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 share knowledge from external training with small groups of staff within the nursery
- Provide regular in-house training relevant to the needs of the nursery
- Carry out regular bi-monthly supervision meetings with all staff. These provide opportunities for staff to discuss any issues, identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness. Staff appraisals are carried out annually followed up by a 6 month review, where objectives and action plans for staff are set out and reviewed, while also identifying training needs according to their individual needs
- Promote a positive learning culture within the nursery
- Provide inductions to welcome all new staff.
- Offer ongoing support and guidance