**STAFF DEVELOPMENT AND TRAINING POLICY**

Oscar Club Pre-school values its staff. It is in the interests of the pre-school, the children, their 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 for maintaining the delivery of highquality care and learning for children in their early years. It underpins all aspects of positive interactions and activities planned for children.

Oscar Club ensures that a high percentage of our 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. This allows us to offer ongoing support and guidance.

We strongly promote continuous professional development. Individual training records and training plans are kept for staff to enhance their skills and expertise.

To facilitate the development of staff we:

* Promote teamwork through ongoing communication, involvement and a no blame culture to enhance pre-school practice
* Provide opportunities for delegation based on skills and expertise to offer recognition and stimulate staff
* Encourage staff to contribute ideas for change within the pre-school 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 share knowledge from external training with small groups of staff within the pre-school.
* Carry out regular supervision and appraisals with all staff who have contact with children and families. These provide opportunities for staff to discuss any issues, identify solutions to address issues as they arise.
* Staff appraisals are regularly carried out where objectives and action plans for staff are set out, whilst also identifying training needs according to their individual needs
* Develop a training plan addressing both qualifications and continuous professional development needs of the pre-school and individual staff
* Promote a positive learning culture within the pre-school.
* Offer varied information sources including membership to local and national organisations, resources, publications and literature to all staff.
* Keep a record of all formal staff training.

January 2024

Signed on behalf of the Voluntary Management Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_