**Staff Development and Training Policy**

At Juice Nursery we value our staff highly, recognising that they are integral to the overall success of the nursery. We seek to maintain a stable and motivated team, and work hard to retain our staff, the lifeblood of the nursery.

We strive to support the wellbeing of each individual member of staff, believing that their continuous personal happiness and professional development are both essential for maintaining the delivery of high-quality care and learning for children in their early years, underpinning all aspects of positive interactions and activities planned for children.

We seek to provide an inspiring, happy and caring working environment, giving every staff member the opportunity to develop their skills to their maximum and to broaden their knowledge and expertise in caring for children.

A comprehensive and targeted programme of professional development ensures practitioners are constantly improving their understanding and practice, and training records and plans are kept for every member of staff, to track their learning and development.

High-quality professional supervision sessions are carried out throughout the year, with individual performance related targets identified and recorded. Regular and focused peer observations help the Room Leader/management to evaluation the impact of staff’s practice, and identify any individual areas of development or training needs, with the aim of ensuring that these are addressed in an appropriate and timely manner.

**Qualifications**

We ensure that 75%+ of staff are qualified to Level 3 (or equivalent) or above in childcare and education or Early Years Educator. Other staff working at the nursery will either be qualified to Level 2 or undertaking training, as appropriate to their individual role.

In addition, all staff are required to undertake and regularly update mandatory training courses, including Safeguarding and First Aid, as well as undertaking some Communication and Language training within 6 months of their joining the nursery.

All staff are required to complete Safeguarding Training every 3 years, attending annual refreshers at least annually. Further updates and information are shared with our staff, ‘touchpoints’ are regularly provided by our Designated Safeguarding Officer, to ensure that the team are kept upto date of any changes to policy or procedure, and that key information remains front of mind.

All staff are required to complete a 12hr Paediatric First Aid Training course, within 3 months of their joining the nursery. In addition to this, they are expected to refresh these skills on an annual basis, by attending an additional training course, or completing an online course, in line with the expectations of our Millie’s Mark.

Staff confidence is tested on a quarterly basis, with them completing a questionnaire. Questionnaires are reviewed upon completion and any identified areas of weakness or where confidence is low are then addressed to ensure that staff feel able to deal with any first aid incidents or emergencies that occur.

In addition to these mandatory courses, staff are encouraged to complete an online Level 2 qualification in Food Hygiene\* & Health & Safety course (\*these are mandatory for our management team, Room Leaders, Seniors and Kitchen staff) as well as attending quarterly staff meetings which are also used to cascade training, again with the aim of enhancing their skills and knowledge.

To facilitate the development of staff we:

* Coach, mentor, lead and offer encouragement and support to achieve a high level of morale and motivation
* Promote a positive learning culture within the nursery
* Promote teamwork through ongoing communication and involvement and an ‘open door’ 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. The management team also attend regular meetings to discuss strategy, policy and activity planning
* Encourage staff to attend external courses by accredited providers to gain knowledge of any areas highlighted on their individual development plan, to develop their skills and expertise
* Encourage staff to pass on their knowledge to those who are less experienced and to 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, and to support the growth and development of the business
* Carry out regular supervision meetings with all staff, every 6-8 weeks. As well as providing the opportunity to discuss individual targets and development areas with each staff member, the meetings also give staff an opportunity, should they wish, to discuss any issues particularly concerning them, whether they be around their own personal wellbeing or a child’s development or well-being, or any examples of good or bad practice that they have witnessed. They can discuss with their Line Manager ways to identify solutions to address issues as they arise as well as coaching to help improve their personal effectiveness
* Consider training needs for the nursery as a whole, as well as for individual staff, to provide training for staff to help support the aims of the business.
* Carry out full evaluations of all training events and use these to evaluate the training against the aims set to enable the development of future training programmes to improve effectiveness and staff learning
* Provide a comprehensive induction to welcome all new staff and assign a ‘buddy’ to work with, and a ‘mentor’ to coach and support them
* Operate a mentoring programme to help any members of staff who are young, inexperienced or need additional support
* Offer varied information sources including membership of local and national organisations, resources, publications and literature to all staff.