



## **Staff Development and Training Policy**

Spice Childcare highly values its staff. It is in the interests of the setting, the children, their families, and the individual, that each staff member be 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 to maintaining the delivery of high-quality care and learning for children in early years. It underpins all aspects of positive interactions and activities planned for all children attending. At Spice Childcare we ensure that most of our staff are qualified to a Level 2/Level 3 (or equivalent) or above, in childcare and education. We strongly promote constant professional development and all staff have individual training records and training plans to enhance their skills and expertise. We have a training budget which is set annually and reviewed to ensure that the team gain external support and training where needed.

To facilitate the development of staff we:

- Coach, lead and role model with staff, 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 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 setting 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 disseminate knowledge from external training to small groups of staff within the setting.

- Provide regular in-house training relevant to the needs of the setting.
- Carry out regular half yearly reviews with all staff. Staff appraisals are carried out every year where objectives and action plans for staff are set out, whilst also sourcing training according to their individual needs.
- Develop a training plan addressing both qualifications and continuous professional development needs of the setting and individual staff.
- Carry out training needs analysis for all individual staff, the team as a whole, and for the setting every six months.
- Promote a positive learning culture within the setting.
- 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 inductions to welcome all new staff.
- Offer ongoing support and guidance.
- Offer varied information sources including membership to local and national organisations, resources, publications and literature to all staff.

Internal use only

<b>This policy was adopted on</b>	
<b>Signed on behalf of Spice Childcare</b>	
<b>Date for review</b>	