



ROMPERS PRIVATE NURSERY

STAFF DEVELOPMENT POLICY

Policy Statement:

At Rompers staff are encouraged to take part in training opportunities, which help to achieve high standards and quality education for all children who attend the nursery. By attending further training both outside training opportunities through Angus Council and in house training opportunities developed by management and outside companies such as Glaxo it allows staff to fulfil their SSSC requirement of a compulsory 12 hours continuous professional development.

Aims of this Policy:

- To make available to all staff, childcare partnership training calendar and Pre-school CPD training along with in house CPD
- To allow staff to identify their own interest and training needs
- To meet needs of service

Procedures:

- Give high priority to continuing professional development
- Meet the requirements of the local authority education department and SSSC
- Keep abreast trends and developments in early education and childcare
- Ensure that each member of staff is given equal opportunity for their training and development needs to be met
- Value the contributions made by staff
- Be effective in supporting the development of staff
- Use the appraisal process to determine individual staff development needs
- Consider staff development needs in relation to the nursery's improvement planning process
- Ensure staff have access to staff development calendars and other staff development courses as appropriate
- Monitor staff development activities and ensure they are
 - Meeting the needs of the nursery and staff
 - Promoting quality provision
- Take an active part in accessing appropriate staff development activities along with appropriate team building experiences
- Value the opportunity to attend staff development activities
- Inform parents of staff CPD in monthly newsletter
- Keep a record of staff development activities attended including comments and course evaluations in individual training folders
- Once identified owner/manager book
- Following training staff will evaluate and feed back at team meetings or another appropriate time

- Management to support a positive ethos in the nursery regarding staff development
- Ensure a staff team building or training session is incorporated into a staff meeting once every two months

Monitoring:

- To ensure staff have termly access to CPD programme and childcare partnership calendar
- On-going monitoring through the appraisal process
- Feedback from staff
- Management to observe and support staff in additional training continuously

Parents will be asked to sign when registering at Rompers to say that they have been fully informed that this policy is available in the parent policy folder in the cloakroom and available to view online at the nursery website.