

Staff Training and Development Policy

Policy Statement:

BELC is committed to providing continuous training and development opportunities for its staff. Continued professional learning is important for both the quality of the service of the setting and staff job satisfaction.

Staff at Belinay Early Learning Centre is our most valuable resource. It is through their commitment and dedication that the children can gain so much more than just Early Years Curriculum.

Rationale:

The purpose of Training and Development Policy is to enhance the quality of our service provision, to improve staff's professional skills and qualifications, to provide specific information with regards to the needs of any individuals who require extra support, medication or specialist equipment and to update any relevant early year's information. We are therefore committed to provide good training and development opportunities for the staff so that they can perform their roles efficiently and effectively and keep up to date with the current legislative requirements and educational developments for pre-school children.

Procedures:

1. Staff Induction

Induction training will be given to all new members of the staff to help them understand how our provision operates and their specific role within it. Induction training is an in-depth one-to-one session with a member of the management team, who will give full details of all aspects of the nursery and the procedures and routines we follow to provide a safe and stimulating environment.

- Staff will undergo an induction process during the first month of their employment. New members of the staff will be issued with a job description and a copy of the Nursery's policy and procedures, which they are expected to sign and read.
- It is the responsibility of the new staff to bring any concerns or queries to the attention of the Nursery Manager. In addition, the staff will be informed about the length of the probationary period at the setting and the dates of Performance reviews and appraisals.
- The Nursery Manager or the Lead Teacher or a Senior Staff member will discuss and

talk about the everyday practices at Belinay Early Learning Centre and show them around the premises, pointing to all the fire exits, toilets and areas such as pantry and storage area etc.

- The new staff will be acquainted with staff shifts, breaks and all aspects of day-to-day management and running of the Nursery.
- The new staff will be introduced to their colleagues, children and parents/ authorized carers where appropriate.
- The new staff will be made aware of the practical implications of the Nursery's policies and practices, including how they relate to the settings obligations for compliance with the UAE legislative requirements under Federal Law No 3 on child rights.
- The new staff will also be made aware about the importance of maintaining confidentiality of personal information of the child and parents and shall sign the confidentiality agreement.

2. Supervision, Appraisals and Personal Development Planning

- In line with the setting's Supervision policy, all staff and volunteers will have regular meetings with their line supervisor, to identify and address their training needs. Each member of the staff shall be observed and supervised throughout the year by the Nursery Manager. The focus of supervision will be discussed beforehand and will normally be one of the targets set at the previous appraisal. Feedback will be given both verbally and in writing as soon as possible after each observation and formal supervision session.
- Both manager and staff will carry out regular support and supervision meetings where any issues arising in the workplace can be addressed in a timely and supportive manner.
- Staff will be encouraged to put forward new ideas, make suggestions for changes or to request additional training.
- The Manager will keep a brief written record of these regular meetings on the personnel file of each staff member and these notes will be signed by both parties.
- Actions arising from Support & Supervision meetings will be reviewed at the next meeting.
- A Review will take place at the end of each staff member's probationary period and thereafter annually.
- Each staff member will meet annually with the Nursery Manager and a nominated Staff representative of the management committee. This will be an opportunity to celebrate good practices and achievement over the past year as well as discuss future areas of

development. It will help to highlight future training needs or aims for future development. Training will be discussed during the staff's annual review meetings and a 12-month programme of continuing professional development will be planned to support the staff, hence contributing to a staff's Personal and Professional Development Plan.

- Records of the Annual Review will be kept confidential with the Nursery Manager except in cases of formal disciplinary or grievance proceedings or with the joint agreement of both the parties.
- Annually each staff member will have a whole setting target based on the current Employee Performance Appraisal form and an individual target. At the end of the year, each staff member will bring evidence of progression towards these targets to discuss and to highlight about areas they would like to develop over the next year.

3. Training opportunities

- All staff members will regularly attend staff training courses and meetings and update skills as and when requested by the Nursery Manager.
- External training and attendance at conferences/workshops/seminars is encouraged and supported.
- Financial assistance with the cost of training or time off to facilitate participation (with or without pay) **may** be offered at the discretion of the service provision.
- When considering individual training and development needs, the needs of the setting, the team and the individual will be considered.
- Staff training allows the staff members to keep up to date with current thinking and practice about both play and child development issues and how to provide the best outcomes for children, parents and families.
- All staff are required to undertake training in:
 - Pediatric First Aid
 - Safeguarding
 - Food Hygiene
 - Health and Safety and Risk Assessments
- All the above-named training is required to be updated through relevant refresher courses not exceeding three years from the date of the certificate. Any training course

may be repeated should the need arise, and the setting can request the staff members to do so.

- The setting will provide training internally through in-service training programmes conducted either by certified professionals or experienced and trained senior staff members.
- The nursery will endeavour to support staff in any training which will further enhance their own professional development. This will include support of staff members undertaking a relevant childcare qualification through a training provider, college or university.
- If any practitioners wish to further their education at university which affects their working hours/days, they must propose this to the nursery management by a written letter.
- The nursery manager will assess this in line with the needs of the nursery, taking into consideration that their attendance to university during work time can be covered within the nursery.
- The staff is also encouraged to look for suitable courses that they are interested in attending and bring it to the attention of the Nursery Manager. It is the responsibility of the Nursery Manager to identify and promote suitable training courses for staff and to strongly encourage them to take advantage of these.
- Support will be given to help staff to help overcome any barriers to access training.
- It is the Nursery Manager's responsibility to ensure that the staff are kept up to date with recent legislation and are suitably enrolled in any courses that are necessary to fulfill the Nursery's legal responsibilities.

4. Staff meetings and whole group training

- There will be regular of at least **two** monthly meetings for problem solving, information sharing and planning. These provide an opportunity to the staff to reflect on their work performance and review any difficulty they may be facing.
- Staff meetings will be a forum for setting objectives for the growth and development in the Nursery.

WHERE
LITTLE MINDS
BLOSSOM

