



# Little Monkeys Day Nursery & Pre School

## Staff Training & Development Policy

EYFS: 3.20 - 3.26

### Introduction

Little Monkeys Day Nursery is committed to providing a high quality service in childcare, resulting in every child getting the best possible start in life. It is with this in mind that we are committed to training and developing all our staff.

We aim to demonstrate this commitment as follows:

- Continuous monitoring of our personnel's training and development needs through appraisals and performance reviews.
- Support with external course fees.
- Planning 'needs' based learning events.
- Identification of training roles and training for our managers.
- Coaching, supporting and encouraging all staff to identify and meet their job related training and development needs.
- By promoting an environment which encourages staff to identify and meet their training and development needs.

In the interests of the nursery, the children, their families and the individual we give every staff member the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children. A comprehensive and targeted programme of professional development ensures practitioners are constantly improving their understanding and practice. High-quality professional supervision is provided, based on individual performance related targets, consistent and sharply focused observation and evaluations of the impact of staff's practice.

We ensure that 50% 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. Where necessary staff will be supported to achieve GCSE grade C and above in Maths and English for the completion of the Early Years Educator.

### Main principles:

## Responsibility for Development

Little Monkeys Day Nursery is committed to developing its staff. The Manager, her Deputy and members of staff share responsibility for identifying, implementing and sharing training plans in order to meet the needs of the individual and the organisations goals and targets.

## Induction

All new staff will receive Induction Training. This will be delivered either by one to one sessions with the Manager or by Group training sessions to meet needs. The training is primarily for new staff, but can be amended to meet future training needs of staff changing roles or to meet special training needs.

## Health & Safety Training

All staff undergo basic Health and Safety Training. Specific training will be given to meet relevant job-related needs.

## Overall process:

### How Training will be delivered

Little Monkeys Day Nursery recognises that in the main, training will be delivered by the Manager or Deputy, with most training being carried out in the workplace. When required, Little Monkeys Day Nursery will provide formal training.

## Training Needs Analysis

The Manager or Deputy Manager will meet regularly to discuss and record:

1. Training needs identified as a result of Performance Reviews
2. Training needs identified as a result of Personnel identifying requirements
3. Actions as a result of identification by (1 or 2)
4. Evaluate Training events in order to justify investment

Prior to a Training Event, the Manager or Deputy Manager will:

1. Pre-brief the member of staff in order to focus them on the anticipated learning outcomes.
2. Check whether the intended Training Event will be of relevance to the members of staff's duties or will assist them to help meet Business Objectives.
3. Ensure that a member of staff is fully prepared for the forthcoming learning process.

After a Training Event, the Manager or Deputy will:

1. De-brief the member of staff in order to ensure that the Training Event was beneficial in developing and enhancing their knowledge, skills and attitudes.
2. Check that the course was beneficial to the individual/organisation and had the capacity to develop the member of staff in order to carry out their duties more effectively.
3. Arrange a review date in order to assess the transference of the knowledge, skills and attitude gained, into the workplace. (e.g. improved performance).
4. (This is all recorded on the training evaluation sheets kept in the member of staffs file)

### Evaluation.

All Training and Development actions will be measured against performance, through effective de-briefs and monitoring processes used by the Manager and Deputy Manager.

### Training Plans.

Little Monkeys Day Nursery will produce an organisational Training and Development plan annually. The plan will be cascaded to each member of staff. Each member of staff will have individual training plans which will be formulated through appraisals and performance reviews.

### Noodle Now

We use Noodle Now as our online training provider, core courses are required for staff to complete as part of their induction and other courses are available to aid staff training, suggested as part of staff supervisions.

This policy was adopted on:

October 2018

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Signed on behalf of the nursery:

Laura Fradsham (Owner/Manager)

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Date for review:

October 2019

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