



## **Staff Development & Training**

*Review Due: August 2023*

*Reviewed by: Melanie Parr*

### **Aim**

At Lymley Wood we are committed to on-going personal and professional growth for all our staff members.

Lymley Wood places a high value on each staff member. It is in the interests of the organisation, the children, families, and the individual, that each staff member be given the opportunity to develop to their maximum and to broaden their knowledge and skills in caring for children.

Personal and professional development are essential components in maintaining the quality and delivery of high standards of care and education for all children who access the provision. Lymley Wood recognise that it is in the best interest of the child to have suitable qualified and trained staff. Not only will this ensure that children's development requirements are met, but knowing the skills held by each staff member will allow future development to be planned and staff to grow and develop their own skills.

It is therefore essential that all members of staff keep updated with all current and new legislation affecting the childcare industry and how it informs modern practice. It is therefore a requirement that all staff attend ongoing training courses.

### **Mandatory Training**

Staff development is an on-going process. As part of any employee's induction process mandatory must be completed in order for the induction to be completed.

Mandatory Training includes:

- Safeguarding and Child Protection
- Pediatric First Aid or equivalent

In addition to the mandatory induction training a number of areas are covered as part of the induction process:

- Food Hygiene;
- Risk Assessment;
- Child Development;



- Toileting and Nappy change procedures
- Understanding Role and Responsibilities;
- Equal Opportunities Policy;
- Health and Safety
- Emergency and Fire Procedures
- High and low ropes (as appropriate to role)
- Pedagogy – training on the Lymley Wood forest School principles – to cover observation, assessment and planning.

These training modules are carried out within the first 6 months of employment and most of which are then updated annually.

Training is organised by the managing Director to reflect on any legislative requirements and any other reason deemed necessary by the management of Lymley Wood. The training is then designed to fulfil the needs for the individual, the team and the organisation.

To facilitate the development of staff we:

- act as role models for staff as well as coaching and leading. We offer encouragement and support thus promoting high morale and motivation;
- promote teamwork through ongoing communication, involvement and ensuring that a no blame culture is adopted. This allows all staff to discuss mistakes openly and learn from them – thus enhancing nursery practice;
- provide opportunities for increased responsibility in a supportive environment for staff members who show willingness and have the necessary skills and expertise. The recognition of trust in their ability promotes confidence;
- encourage each staff member to contribute ideas for change within the nursery. We hold regular staff meetings and team meetings to develop these ideas, discuss strategy, policy and curriculum planning. Informal meetings are held daily with a weekly formal meeting;
- encourage staff to further their experience and knowledge by attending relevant external training courses;



- encourage staff to pass on their knowledge, both to those who are less experienced and to disseminate knowledge gained at external training to all staff within the nursery. Staff are expected to share information at staff meetings;
- provide regular in-house training relevant to the needs of the staff within the organisation
- carry out on-going supervision with all staff;
- promote a positive learning culture within the setting;
- delegate responsibilities according to an individual's expertise;
- cascade information and hold regular internal training events;
- carry out training needs analysis for:
  - all individual staff;
  - the team as a whole; and
  - the organisation
- 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 programs to improve effectiveness and staff learning;
- provide inductions to welcome all new staff and assign a 'work-buddy' to coach and support new staff;
- offer ongoing support and guidance;
- offer to staff varied information sources including national publications and literature.

### **Appraisal Procedure**

Annual staff appraisals are carried out, on any employed staff followed by a mid -year review. Objectives are identified and action plans for individual staff members are set out. Training is sourced according to individual needs.

Freelance staff are also offered the opportunity for regular supervision with their manager



## **Continuing Professional Development (CPD)**

CPD is an integral part of Lymley Wood's approach to maintaining high standards of care informed by current trends, service development, the recruitment and retention of the best staff and on-going learning and development of each individual.

Lymley Wood has a responsibility to help staff meet development needs which relate to performance and professionalism in their role. The nursery is committed to and will promote CPD by providing training opportunities which are sometimes referred to as mandatory along with allowing you the opportunity to “choose”.

Continuing professional development will help you develop and build on personal, professional and work based expertise throughout your working life. It is important to realise that your development occurs not only as a result of attending a training course – it is also gained through taking part in a wide range of processes and learning activities such as:

- Working with qualified staff who you respect and can ask questions of;
- seminars and conferences;
- report writing;
- project working;
- short courses;
- non-vocational courses;
- vocational courses;
- new experiences/tasks in your current job;
- research studies/for projects at work;
- team building;
- reading professional magazines and articles;
- out of work activities and hobbies;
- attending workshops;
- planning and facilitating events.