



## Staff development and training Policy

At Rising Stars, we value our staff highly. We believe that personal and professional development is essential for maintaining the delivery of high-quality care and learning for children in their early years. It underpins all aspects of positive interactions and activities planned for children.

In the interests of the setting, 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.

We ensure that majority of staff are qualified to Level 3 (or equivalent) or above in childcare and education. Other staff working at the setting will either be qualified to Level 2 or undertaking training.

We strongly promote continuous professional development and all staff have individual training records and training plans to enhance their skills and expertise, based on discussions at supervision meetings and appraisal meetings. 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 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 our practice.
- Provide opportunities for delegation based on skills and expertise to offer recognition and empower 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 share knowledge from external training with small groups of staff within the setting.
- Provide regular in-house training relevant to the needs of the setting.
- Carry out regular supervision meetings with all staff. Staff appraisals are carried out annually where objectives and action plans for staff are set out, while also identifying training needs according to their individual needs
  - Promote a positive learning culture within the setting.
  - Offer annual team building events.
  - Carry out evaluations of all training 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.



- Offer ongoing support and guidance.
- Offer varied information sources including membership of local and national organisations, resources, publications and literature to all staff.