



# **The Alphabet Before, After and Holiday Club**

Charity No: 1089318

## **Staff Development and Training Policy (#29)**

**Staff are our Club's most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to providing good training and development opportunities for staff so that they are able to perform their roles both efficiently and effectively.**

The Club recognises that regular training and monitoring of professional development is important for all staff. Staff development and training is vital because it allows staff to keep up to date with current thinking and practice about both play and child development issues. Additionally, well-trained and motivated staff, a club is better able to meet the diverse and complex needs of children within its local community.

The Club is committed to providing for staff:

- A full induction process.
- A regular system of appraisals.
- An up to date record of staff qualifications and training.

This will help to ensure that staff development needs are being met and that staff training and qualifications are meeting the requirements of the club and the National Standards.

### **Staff Inductions**

New members of staff will be issued with a job description and a copy of the Club's policies and procedures. Staff will also undergo an induction process during the first month of their employment and be assigned a mentor to help them settle in.

As part of the induction, the mentor will discuss and talk through every day practices of the Club. These will include:

- Showing new staff around the premises, pointing out all fire exits, toilets and areas such as the kitchen and Club office.
- Explaining staff shifts, breaks and all aspects of the day-to-day management and running of the Club.
- Introducing the new member of staff to their colleagues, children and parents/carers where appropriate.

- Pointing out the practical implications of the Club's policies and practices, including how they relate to the Club's obligations under the National Standards.

### **Staff Appraisal and supervision**

The main objective of the Club's appraisal and supervision system is to review employees' performance and potential, and to identify suitable and appropriate training and development needs.

Appraisals will take the form of annual meetings between staff and the Manager. They will be used to identify current knowledge, skills, areas for future development and potential training needs.

Supervisions will take the form of regular discussions between staff and the Manager, and will be an opportunity for reflecting on recent professional progress, as well as the targets set, and issues raised, during appraisals.

The appraisal and supervision process will be used to build up a Personal Development Plan (see below) for each member of staff.

### **Staff Meetings**

There will be monthly staff meetings for problem solving, information sharing and acknowledging work issues. These are also opportunities for staff to reflect on their work performance and review any difficulties they may be facing. Staff meetings will be a forum for setting objectives for the Club.

### **Personal Development Planning**

Personal Development Planning is a continuous process to ensure that staff needs are both identified and acted upon as they arise. It is the joint responsibility of both the member of staff and the Manager to ensure that the plan is kept up to date and that all decisions are followed through.

The Manager will keep a copy of this plan, but each staff member is also encouraged to keep a copy of their own Personal Development Plan, listing any training undertaken and additional skills gained since starting work at the club.

### **Training Opportunities**

The Club will do all it can to support staff who are working towards improving their qualifications and training experience. All staff are encouraged to take up training opportunities to expand their professional development and ensure an up to date knowledge of childcare issues. Staff will have a qualification which is acceptable to Ofsted, or opportunities to work towards a qualification.

It is the responsibility of the Manager to identify and promote suitable training courses for staff and strongly encourage them to take advantage of these. Support will be given to help staff overcome any barriers to accessing such training.

Staff will be expected to attend training courses and update skills as and when requested by their Manager. Staff will not suffer financially for any training that they are required to undertake.

Specific training courses in Food Hygiene, Equal Opportunities, Child Protection, Special Educational Needs, Data Protection and Health and Safety are obligatory and staff members must always attend such courses when requested. It is the Manager's responsibility to ensure that staff are kept up-to-date with recent legislation and are suitably enrolled on any courses that are necessary to fulfil the Club's legal responsibilities.

We will endeavour to source appropriate training to ensure it meets the needs of the staff. Training is accessed whenever possible with the Early Years Partnership and 4/Children (an organisation committed to the quality care for all children up to the age of 16 years).

We would consider being a placement for other Organisations that need to place students, so long as it is not detrimental to the children in the club's care.

We have access to many books, magazines and video resources to encourage our staff to enhance their skills in childcare.

**This policy was adopted on** .....

**Signed on behalf of the Club** .....

**Signed on behalf of the Trustees** .....

**Date of Review** .....