



Essex After School Clubs

# **Staff Development and Training Policy**

## **Staff Development and Training**

**Staff are our 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. (EYFS Requirement: 1.11-A quality learning experience for children requires a quality workforce.)**

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, with 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. *(EYFS Requirement: 3.20-Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities.)*
- A regular system of appraisals and supervision. *(EYFS Requirement: 3.21- Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families.)*
- An up to date record of staff qualifications and training.

## **Staff Inductions**

New members of staff will be issued with a job description and a staff handbook. Staff will also undergo an induction process during the first month of their employment. *(EYFS Requirements 3:20-Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities.)*

As part of the induction, the Manager will discuss and talk through everyday practices of the Club. These will include:

- Showing new staff around the premises, pointing out all fire exits, toilets and kitchen.
- 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 which include, safeguarding, child protection, inclusion and health and safety, and how they relate to the Club's obligations under the Early Years Foundation Stage. *(EYFS Requirement: 3.20-Induction training must include information about emergency evacuation procedures, safeguarding, child protection, the provider's equality policy and health and safety issues.)*

## **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.

*(EYFS Requirement: 3.21-Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children.)*

Appraisals will be carried out in July each year between staff and the Manager. They will be used to identify current knowledge, skills, areas for future development and potential training needs.

Supervisions meetings between staff and Manager will take place in January, and will be an opportunity for reflecting on recent professional progress, the targets set, and issues raised, during appraisals and confidential discussion of sensitive issues.

*(EYFS Requirement: 3.22-Supervision should provide opportunities for staff to discuss any issues, identify solutions to address issues as they arise, receive coaching to improve their personal effectiveness.)*

## **Staff Meetings**

There will be termly 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.

## **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.

*(EYFS Requirement: 3.20-Providers must support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.)*

It is the responsibility of the Manager and Company Director 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 First Aid and Safeguarding Children 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.

*(EYFS Requirement: 3.6-Providers must train all staff to understand their safeguarding policy and procedures, and ensure that all staff have up to date knowledge of safeguarding issues.)*