

Our investment and commitment to the ongoing support and training of our dedicated staff team is paramount to ensuring the essence and quality of provision at Bright Beginnings is sustained. Continual development and improvement of the knowledge, understanding and skills of our staff team will impact on children's learning and development helping them reach their full potential.

Training Records

Training and Development information will be maintained for all individual team members. Detailed training information is recorded electronically with the system managed by the Quality and Practice Manager. Copies of qualifications relevant to employees post, first aid certificates and a list of Safeguarding training accessed with dates are located in the archive room at reception.

Statutory Training

We implement a continual cycle of training to meet with statutory and University guidelines, these include Safeguarding Children, Pediatric First Aid, Manual Handling and Fire Safety.

Continuous Personal and Professional Development– CPD

Staff are encouraged to review their own personal and professional development with the support of line managers and company systems. These systems support us to identify individual, appropriate or bespoke training needs and opportunities. Having regular supervisions provides managers with a clearer picture of the training requirements of the whole team.

Peer to Peer Observations–highlight and celebrate good practice and areas for development.

Levels of Wellbeing & Involvement Observations- These observations demonstrate the impact the practitioner has on a child's wellbeing within their space and involvement with activities and resources offered.

One to one Meetings– Bi monthly one to one meetings are held with every member of staff to discuss practice, ideas and initiatives, areas of strength and areas for development.

Going Forward Meetings– Our appraisal system involves a yearly meeting with a 6 monthly review of progress, future aspirations, targets, strategies. Line managers carrying out the Going Forward meeting support staff to make informed choices as to personal / professional development related to further and higher education and qualifications.

All staff training and development opportunities will be recommended and agreed by the Quality and Practice Manager with input from the Management team, supervisors and EYFS coordinator.

Led by the Quality and Practice Manager, the Centre Management Team will plan and facilitate whole team and individual training packages opportunities. In house training sessions will take places across the course of the year. 2.5 days will be organised every year

Training & Development Strategy

to facilitate whole staff training / team building opportunities, whilst also addressing and supporting identified training needs. Short training and review sessions take place bi-monthly at staff meetings.

Training and Development

Some of the following methods maybe used to support individuals or room teams.

- A program of staff/peer support through observation is embedded throughout the Centre.
- Simple, controlled, 'on the job' projects or assignments to help individuals perform at the required level. Support, advice would be given and progress would be reviewed.
- Planned activities would be created to improve standards
- Planned projects would enable staff to work beyond their normal sphere of influence, to further develop skills and confidence.
- Planned training, coaching – this could be arranged both internally or using external training / development opportunities and facilities.
- External training courses – run by Universities, local colleges, EYDCP's, private providers.
- Mentoring & Buddying– referring to a colleague for help and advice about the job, and for support during learning
- Secondment – working in a different role for a specified period of time to extend understanding of roles

Health and Safety

Health and Safety forms part of the induction for new members of staff. They will be issued with Bright Beginnings H&S statement and directed to other policies supporting H&S expectations within the Centre. This helps us to ensure each individual understands and is able to implement and manage all Centre health and safety policies and procedures.

Health and Safety practice / policies are discussed at regular H&S and staff meetings, with procedures etc. reviewed and updated. All policies are reviewed on a yearly basis.

Staff will be offered the opportunity to undertake Pediatric First Aid and First Aid Training First Aid qualifications to help us maintain a majority of the team trained to deliver first aid.

Basic Food Hygiene training and Level 2 Health and Safety will be offered to members of the team dependent on role and responsibilities of post.

This Policy was adopted on	19 th July 2017
Signed on behalf of the Centre	Fiona Hakin
Date for review	19 th July 2018