Anlaby Park Methodist Pre-School

Staff training and Supervision of staff Policy

**Staff training**

The Pre-School highly values its staff. It is in the interests of the children, their families, and the individual, that each staff member is given the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children.

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.

At the Pre-School we ensure that at least 50 per cent of staff are qualified to Level 3 (or equivalent) or above in childcare and education. Other staff working at the Pre-School will either be qualified to Level 2 or undertaking training.

We strongly promote continuous professional development and have training records and training plans to enhance the skills and expertise of all staff.

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 on-going communication, involvement and a no blame culture to enhance Pre-School practice
* Provide opportunities for delegation based on skills and expertise to offer recognition and stimulate staff
* Encourage staff to contribute ideas for change within the Pre-School and hold regular staff 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 Pre-School
* Provide regular in-house training relevant to the needs of the pre-School
* Carry out regular supervisions with all staff. These provide opportunities for staff to discuss any issues, identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness. Staff appraisals are carried out every year where objectives and action plans for staff are set out, whilst also sourcing training according to their individual needs
* Develop a training plan addressing both qualifications and continuous professional development needs of the Pre-School and individual staff
* Promote a positive learning culture within the Pre-School
* Provide inductions to welcome all new staff
* Offer on-going support and guidance

**Supervision of staff**

The manager/deputy is responsible for ensuring all staff, including students, are suitable to work with children. Checks are carried out via enhanced Disclosure and Barring Service (DBS) clearance checks. Where possible staff will have the checks completed prior to starting employment. However if there are delays in checks coming through as a last resort staff may work in the Pre-School before these checks are completed as long as they are supervised by registered staff at all times.

All staff will be informed of new staff awaiting enhanced DBS clearances.

Staff awaiting these checks will never:

* Be left unsupervised whilst caring for children
* Take children for toilet visits unless supervised by registered staff
* Change nappies
* Be left alone in a room or outside with children
* Administer medication
* Administer first aid
* Take photographs of any children
* Look at a child’s learning and development log.
* Have access to children’s personal details and records.

Whilst ensuring all the above are adhered to, we still recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and participate fully in every other aspect of the session.

We recognise that the enhanced DBS disclosure is only part of a suitability decision and the management committee will ensure each individual working with a child goes through a vigorous recruitment and induction procedure (as laid out in the safe recruitment policy). We will also ensure they receive continuous support, training and supervision from management in order to provide a safe, secure and healthy environment for all children in the setting.

All students will also receive an interview to ensure they are suitable for the Pre-School, an induction process to ensure they fully understand and are able to implement the Pre-School procedures, working practices and values. All students will be fully supervised to ensure they receive the appropriate support, training and information they may require.

**This policy was adopted on: 11th March 2022**

**Signed on behalf of the Pre-School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date for review: March 2023**