

## **Staff Induction and Training**

### **Policy statement**

At Natural Nurture Nursery 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 nursery, 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. A comprehensive and targeted programme of professional development ensures practitioners are constantly improving their understanding and practice. High-quality professional supervision is provided, based on individual performance related targets, consistent and sharply focused observation and evaluations of the impact of staff's practice.

We provide an induction for all staff, volunteers and managers in order to fully brief them about the nursery, the families we serve, our policies and procedures, curriculum and daily practice. The nursery highly values its staff.

### **Procedures - Induction**

- We have a written induction plan for all new staff, which includes the following:
  - Introductions to all staff and volunteers.
  - Familiarisation with the premises, health and safety and fire procedures.
  - Ensuring our policies and procedures have been read and are carried out.
  - Introduction to parents, especially parents of allocated key children.
  - Familiarisation with confidential information where applicable in relation to any key children.
  - Details of the tasks and daily routines to be completed.
- Additional training on our Safeguarding policy if staff are new and haven't attended a recent Safeguarding and Child Protection Course. This training takes place before staff work in the setting.
- The remaining induction period lasts two weeks. The Operations Manager inducts new staff and volunteers. The Management Team inducts new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines. Successful completion of the induction forms part of the probationary period.

### **Procedures - Staff Development and Training**

Personal and professional development of staff is essential to maintaining high quality care and education for young children. It underpins all aspects of curriculum delivery and positive interactions.

- At Natural Nurture Nursery we ensure that at least 50% of staff are qualified to Level 3 or equivalent in childcare and education, and aim towards 100%. Other staff working at the nursery will either be qualified to Level 2 or undertaking training. Where necessary staff will be supported to achieve GCSE grade C and above in Maths and English for the completion of the Early Years Educator.
- We strongly promote constant professional development and all staff have individual training records and continued professional development plans to enhance their skills and expertise.
- External training and support is sought according to the needs of the nursery and the children attending, and to requirements to renew/update staff qualifications.

To facilitate the development of staff we:

- Offer encouragement and support to achieve a high level of morale and motivation.
- Promote teamwork through positive and open communication.
- Model best practice.
- Provide opportunities for delegation, based on skills and expertise, to offer recognition and challenge.
- Encourage staff to contribute ideas for change within the nursery and hold regular staff meetings and team meetings to develop these ideas.
- Hold regular meetings to discuss strategy, policy and curriculum 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 disseminate knowledge from external training.
- Provide regular in-house training relevant to the needs of the nursery.
- Carry out monthly or every 6 weeks supervision meetings with all staff (see meeting frequency chart for frequency). These provide opportunities for staff to discuss any issues particularly concerning children's development or well-being, identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness.
- Carry out staff appraisals every year where objectives and action plans for staff are set out and training is identified according to individual needs.
- Develop a continued professional development plan taking account of qualifications, the needs of the setting and of individual staff.
- Provide inductions to welcome all new staff
- Offer ongoing support and guidance

### **Other useful Pre-school Learning Alliance publications**

Employee Handbook (2009)

Recruiting and Managing Employees (2010)



This policy was adopted at a meeting of The Natural Nurture Nursery Management Committee held on the 3rd March 2016