

Staff Development and Training Policy

Staff (and volunteers) 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.

We recognise 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, legislation and practice, about both play and child development issues. Additionally, well-trained and motivated staff are better able to meet the diverse and complex needs of children within its local community.

Malvern Special Families 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 Malvern Special Families, the National Standards and the Early Years Foundation Stage Principles.

Staff Inductions

New members of staff will be issued with a Job Description, Person Specification, Staff Handbook and a copy of our 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 everyday practices of the clubs. These will include:

- Showing new staff around the premises, pointing out all fire exits, toilets and areas such as the staff room, kitchen and office etc.
- Explaining staff shifts, breaks and all aspects of the day-to-day management and running of the clubs.
- Introducing the new member of staff to their colleagues, children and parents/carers where appropriate.
- Pointing out the practical implications of the clubs' policies and practices, including how they relate to the club's obligations under the National Standards and Early Years Foundation Stage Principles

Staff Appraisal and supervision

The main objective of the club 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 or play services coordinator.

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.

Staff Meetings

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

Training Opportunities

Malvern Special Families 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.

It is the responsibility of the Play Services Coordinator 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 line manager. Staff will not suffer financially for any training that they are required to undertake.

Specific training courses in 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.

A training week is held annually before each summer playscheme to upskill the play workforce at Malvern Special Families.

Each member of staff has personal development file which holds copies of their qualifications, certificates of training workshops, and notes from supervisions and appraisals.