



## Team Development & Training

Our team are our most valuable resource and it is only through their commitment and effort that good quality provision can both be established and maintained. The scheme is committed to providing good quality training and development opportunities for the team to enable them to perform their roles efficiently and effectively.

Staff are trained and experienced in the childcare field and hold relevant qualifications such as: NNEB, BTEC or NVQ. Non-qualified staff will be training towards their NVQ's with a reputable training agency and under the guidance of qualified staff.

All staff at the setting are given the opportunity to access training such as: Basic Safeguarding Awareness, First Aid and all other relevant training.

### Inductions

All new staff will be provided with a job description and a copy of the Employee Handbook. During their first month of employment they will shadow an existing team member to learn the ways of working at the scheme.

The manager will advise the new employee of the health and safety procedures and direct them to the location of all policies.

### Appraisals

Annual appraisals will take place for each staff member to discuss current performance/knowledge and future aspirations and/or training requirements.

### 1:1

All team members will have a 1:1 with the manager at least once a term.

### Team Meetings

There will be regular team meetings for problem solving, idea/information sharing and to acknowledge work issues. They will be a forum for setting objectives for the scheme and will involve refreshing/training on at least one policy per meeting.

### Training

It is the responsibility of the manager and the Committee to identify and promote suitable training courses for staff and encourage them to take advantage of these.

Staff will be expected to attend training courses and update skills as and when requested by the manager or the committee. Staff will not be expected to cover the cost of training.

Mandatory training, as set out in the Employee Handbook, must be completed within the required timeframes to ensure continuity of qualification.

### Personal Development

Team members are responsible for driving their own personal development objectives forward but where possible these will be supported by the scheme.