

STAFF DEVELOPMENT POLICY

Fusion Childcare Services aims to have a team of well-motivated, highly skilled and professional staff. We recognise that our employees are one of our most valuable assets and we want to ensure that we provide training opportunities for all of our staff so they develop professionally. In return for Fusion investing in our staff and staff developing their knowledge and their job satisfaction, Fusion's practice will continually improve. Staff at Fusion are motivated and enthusiastic as well as passionate about their job and continued professional development is one way that staff feel valued.

Fusion aims to:

- Create an environment where staff take a shared responsibility for their own individual effectiveness, personal and career development. Staff are required to undertake and attend statutory courses off site as well as in house training and the aim of this policy is the enhancement and enrichment of each staff member.
- Monitor and maintain clear staff recruitment procedures, always ensuring equality of opportunity.
- Provide a comprehensive induction programme for new staff and re-induct existing staff every academic year.
- Maintain a strong supervisory and appraisal system to support staff in developing their careers further and evaluate their practice.
- Maintain staff development and training records- CPD (Continued Professional Development) all personnel records are regularly maintained

Supervisories are crucial in identifying staff development and training needs and seek to provide learning opportunities for all staff. This ensures staff perform their role effectively and ultimately contributes towards Fusion's aims, values, objectives. When training needs are identified, the management does their utmost to source relevant training. Training can be online, attending a course or in house. If a staff member has attended training by an external provider, on their return they have a 1:1 feedback meeting with the Manager. The Manager will then assess how to implement knowledge gained to others within the team, this could include sharing the knowledge in the form of in house training, reminders in staff briefing, providing resources and activities to reinforce training within the setting. Peer learning and sharing of practice is a very successful method as it provides staff a time for discussion.

Staff are required to:

- Be motivated and pro-active when attending courses
- Readily participate during induction and reinduction
- Regularly seek advice, support and assistance
- Attend and contribute to supervisories and appraisals
- Actively listen and ask questions to clarify learning
- Feedback to Manager after external courses, retain all course paperwork and resources to share with the team for In House Training.
- Always provide feedback during and after training when asked (external providers and in house)

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- Evaluate own practice using WWW/EBI forms
- Planning and organising activities
- Implement learning into practice
- Ensure training agreement, which forms part of staff contract is signed

The Management will:

- Provide continuous support and encouragement to staff
- Conduct regular in house training
- Ensure staff CPD is continually maintained
- Allow staff time out during a session to meet with tutors and attend courses
- Pay staff when attending courses out of working hours
- Provide feedback and other documentary evidence when requested to Apprenticeship Organisations
- Provide any learning material if required
- Ensure no individual will be excluded from training on the grounds of gender, marital or family status, religious belief, political view, disability, race, ethnic origin, nationality, sexual orientation, age or any other criteria that could be deemed to be discriminatory.
- Comprehensive training records are retained by the Management and staff are reminded of expiry dates of courses.

Fusion is also a member of Pro-Action who are a local organisation that provides training for the Childcare Sector and also have access to Herts for Learning. Fusion additionally has strong links with approved online training providers. Our training budget ensures that all staff can attend core skills courses and within reason any other additional courses that will benefit staff development and ultimately Fusion. We maintain vigorous training records that staggers staff's renewal dates (where possible), which enables the cash flow of the training budget and ensures at any given time trained staff members are present at every session.

Adopted on: 01.09.2016

Last Reviewed on: 01.04.17

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Next Review Due: April 2019

Signed.....

FUSION CHILDCARE SERVICES

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Child Protection [3.6] and Staff qualifications, training, support and skills [3.20-3.26].