



Staff Development Policy

Version History

Version	Date	Author	Changes
Initial			Initial Version
2018/12	Dec 2018	JMB	Refer to professional development (per SSSC codes of practice)
2020/01	Jan 2020	JMB	Capability procedures

Staff Development Policy

Our success depends to a significant extent upon the contribution made by its employees. Training and development of staff assists the Nursery achieve a high standard and provide quality care and education for the children who attend. Staff who are given these opportunities are likely to express a high commitment to Cambusbarron Village Nursery, enjoy increased job satisfaction as well as gaining enhanced prospects for career progression. We value the contribution made by staff and will, within the limits of the constraints and resources available, provide training and development opportunities for all staff.

Aims and Objectives

We will:

- Seek and take into account staff views on setting appropriate standards of performance for the Nursery
- Ensure staff are involved in identifying Village Nursery priorities and setting objectives and targets
- Ensure staff are made aware of the constraints on the group and the resources available

Management practice

- All staff undergo a structured induction
- All staff receive regular supervision
- All staff have an annual appraisal/review
- Appraisal and supervision identify individual training and development needs
- Ongoing professional development is promoted, encouraged and supported

Safety & Welfare of Children

The safety and well-being of children attending the group is paramount and to this end we will ensure that all staff receive child protection training to enable them to carry out their responsibilities in respect of keeping children safe.

Professional Registration

The Regulation of Care (Scotland) Act 2001 for early education and childcare requires workers to hold or be working towards achieving a qualification that is recognised and meets the criteria of the Scottish Social Services Council for professional registration.

We will:

- Ensure that all our early education and childcare workers hold registration with the Scottish Social Services Council or other approved registering authority
- Enable non-qualified staff to work towards achieving a nationally recognised qualification that is relevant and appropriate to the role they undertake in the setting
- Support qualified staff to meet the SSSC requirements for post-registration training and learning
- Provide opportunities for staff to deepen their knowledge and understanding of early education and childcare work through information
- Seek funding support to enable staff to access qualifications

Capability Procedures

Capability' is the ability of the employee to perform the job s/he is employed to do in an effective manner. Capability Procedures outline the responsibilities of the employee and the employer in addressing capability issues and forms part of the total management approach used within Cambusbarron Village Nursery. We aim to improve the capability of employees at work, hence making them work more effectively.

This policy, therefore, links to other policies within the The Company including policies relating to:

- Appraisal
- Induction
- Discipline

Assessment of Capability

The assessment of capability is an ongoing process within the The Company. It starts at the stage of recruitment, when the employee is assessed as being capable of doing the job. On an on-going basis, capability is assessed through the appraisal process. If any capability difficulties are address during this process the manager conducting the appraisal and the employee being appraised are required to draw up an action plan together to address the issue. Where personal circumstances/health issues arise that do not prevent you from attending work but prevent you from carrying out your normal day-to-day duties (i.e. a lack of dexterity or general ill health), we will require details of your medical diagnosis and prognosis so that we can benefit from expert advice. It may be necessary for us to contact your GP/Specialist in order to obtain a full report of your situation, and benefit from expert advice. You would be required to provide consent in order for us to obtain such a report, we expect your full co-operation in this matter should the need arise.

Employee Obligations

The employee is required to work effectively, and to perform to the highest standard achievable. If the employee is struggling in any area of his/her work that employee should speak to the line manager and ask for assistance. Admitting the need for assistance is not seen as a weakness. The employee is responsible for working with the line manager to agree an appropriate way to address any capability difficulties. The employee is responsible for attending any learning and development activities that are planned to enhance his/her performance at work.

The employee is also responsible for identifying any learning and development activities which might enhance work performance. The employee must be aware that the line manager has a limited budget for learning and development events, and hence it might not always be possible to give permission to pursue a learning and development activity.

Employer Obligations

The line manager is responsible for meeting with all new starters and identifying any training or other interventions that are required to help the new starter work effectively within the team. The line manager is responsible for carrying out appraisals with all his/her team. Line managers will conduct one formal appraisal meeting per calendar year, along with informal 'catch-up'/review meetings throughout the course of the year. All appraisals should be completed in a timely manner. If any capability issues are identified during the appraisal process the line manager is responsible for working with the employee to draw up an appropriate action plan to address the issue(s) that have been identified. The line manager is responsible for setting appropriate targets for the employee to achieve. The line manager is responsible for monitoring the progress of any employee who is working in accordance with an action plan, and identifying and addressing any issues that arise which mean the targets within that plan are not being met.

The line manager is required to support all employees in his/her team to ensure that they all perform to the best of their ability.

Training plans

Staff training and development needs are addressed through individual training and development plans, which support the achievement of group aims and enhance the professional competence and status of the employee. In order to implement individual training and development plans the group will:

- Estimate a realistic cost for staff training and development which takes account of indirect costs such as staff cover, travel expenses, registration and assessment, and childcare as well as direct costs
- Specify and allocate a proportion of our annual budget to staff training and development which takes account of the constraints and resources available to us.
- Take account of the needs and aspirations of individual employees
- Identify and promote opportunities for the employee to gain accreditation towards a nationally recognised qualification
- Take account of individual learning preferences and circumstances, and accommodate these where appropriate when agreeing individual training and development plans
- Give employees appropriate support to achieve their training and developmental plans
- Acknowledge training and development achievements and keep a record in the individual personnel file

Evaluation

Cambusbarron Village Nursery recognises the importance of reviewing staff training and development to ensure that it is relevant and effective in terms of helping the Village Nursery to achieve its aims, making effective use of resources and assisting staff to develop their potential as early years practitioners. CambusbarronVillage Nursery will:

- Monitor and evaluate all staff training and development
- Use the results of evaluation to inform future training and development plans for staff
- Keep abreast of trends and developments in training for early years' workers and will assess the impact on and implications for staff
- Consult with staff about the changes to training policy and procedures.