



<b>Name:</b>	<b>Date written:</b>
<b>Staff Qualifications, Training, Support and Skills Policy</b>	<b>Sept 2021</b>
<b>Written by/Reviewed by:</b>	<b>Date of Review:</b>
<b>Louise Lloyd-Evans/Emma Holmes</b>	<b>15/9/23</b>
<b>Policy Statement</b>	
<p>At Young Friends we are committed to continual professional development. This benefits the children and their families, the kindergarten and most importantly the member of staff. This policy illustrates our ongoing commitment to staff qualifications, training, support and skills</p>	
<b>Aims and Purpose</b>	
<p>The daily experience of children in early years settings and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills, knowledge, and a clear understanding of their roles and responsibilities. Ongoing development of skills, abilities and knowledge is an important part of everyone's role and responsibilities, both professionally and personally.</p>	
<b>Applicability</b>	
Staff	
<b>Definition of Terms</b>	
CPD – Continuing Professional Development	
<b>Overview</b>	
<b>General Procedures</b>	
<b>Procedures</b>	
<p><b>General Procedures</b></p> <p>All staff are expected to keep updated, reflect on how we interact and teach children and deepen their curriculum knowledge and practice so that children benefit from a staff team that is well-informed, highly reflective and they are provided with an environment that is based in theory and research. To make sure this happens at Young Friends we:</p> <ul style="list-style-type: none"> <li>• ensure that all staff receive induction training to help them understand their roles and responsibilities. Induction training includes information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues. We support staff to undertake appropriate training and</li> </ul>	

professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.

- we use Next Steps Vocational Training to support our apprentices through their qualifications. We facilitate time away from the children for study.
- put appropriate arrangements in place for the supervision and appraisals of staff who have contact with children and families. Effective supervision and appraisals provide support, coaching and training for the practitioner and promotes the interests of children. They should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.
- make sure that supervision and appraisals provides opportunities for staff to:
  - discuss any issues – particularly concerning children’s development or well-being, including child protection concerns
  - identify solutions to address issues as they arise
  - receive coaching to improve their personal effectiveness
  - identify further training needs
- aim for all staff to have Paediatric First Aid Certificates
- All staff will have the opportunity to have a thorough induction that will include a starting point supervision. This will provide the basis for further mandatory professional development and highlight areas for optional development.
- All staff have access to Educare and must undertake core training online training as part of their role, this is mandatory.
- Monthly mandatory staff meetings take place for ongoing training and development
- We close for 2 days per year for mandatory training days
- All staff involved in preparation and handling of food must receive food hygiene training and this is mandatory.

### External Links and Organisations

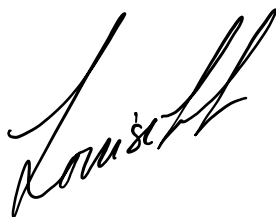
Next Steps Training: [Nextstep Training Ltd - Apprenticeship Training Provider](#)

### Relevant Policies and Documents

Equalities and Diversity Policy  
Pay Scales and Workplace Benefits Policy  
Staff Code of Conduct  
Supervision and Appraisal Policy

### Authorisation

Signature:



Louise Lloyd-Evans  
Owner and Director

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