

## **STAFF DEVELOPMENT AND TRAINING POLICY**

Kidsize Club Ltd. highly values its staff. It is in the interests of the club, the children, families, and the individual, that each staff member is given the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children.

Personal and professional development is essential to maintaining the quality and delivery of high quality care for children. It underpins all aspects of curriculum delivery and positive interactions. At Kidsize Club Ltd. we ensure that all of our staff are full PVG checked and aim to have at least 75% of staff are qualified or undertaking training towards an SVQ3 or equivalent in Playwork or Childcare. All of our staff are Food Hygiene Certified and there will always be at least one First Aider present at all times. At Kidsize our staff have undertaken a course in Child Protection to ensure the safety and welfare of the children attending. We strongly promote constant professional development and all staff have individual training records and continued professional development plans to enhance their skills and expertise.

External training and support is sought as appropriate to the needs of the club and the children attending and to renew/update staff qualifications. At Kidsize, staff receive termly appraisals where they identify areas they would like to further develop. Staff are required to complete a minimum of 5 hours CPD per term.

To facilitate the development of staff we:

1. Lead and role model with staff, and offer encouragement and support to achieve a high level of morale and motivation
2. Promote teamwork through ongoing communication
3. Provide opportunities for delegation based on skills and expertise to offer recognition and stimulate staff
4. Encourage staff to contribute ideas for change within the club and hold regular staff meetings and team meetings to develop these ideas. Regular meetings are also held to discuss strategy, policy and activity planning
5. Encourage staff to further their experience and knowledge by attending relevant external training courses
6. Provide regular in-house training relevant to the needs of the club
7. Carry out ongoing supervision with all staff. Staff appraisals are carried out every term where objectives and action plans for staff are set out, whilst also sourcing training according to their individual needs
8. Develop a continued professional development plan addressing both qualifications and continuous professional development needs of the setting and of individual staff
9. Promote a positive learning culture within the setting
10. Delegate responsibilities according to an individual's expertise
11. Carry out training needs analysis for all individual staff, the team as a whole, and for the club
12. Carry out full evaluations of all training events and use these to evaluate the training against the aims set to enable the development of future training programmes to improve effectiveness and staff learning
13. Provide inductions to welcome all new staff and assign a senior member of staff to support new staff
14. Offer ongoing support and guidance
15. Ensure staff are given relevant and up to date guidance regarding play and childcare

**Updated:** 14/07/2020

**Reviewed:** 15/08/2021

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