



## **Staff Development Policy**

The group recognises that its success depends to a significant extent upon the contribution made by its employees. It acknowledges that the training and development of staff assists the group in achieving high standards and quality in all aspects of provision. It appreciates that staff who are offered training and development opportunities are likely to express a high commitment to the group and enjoy increased job satisfaction as well as gaining enhanced prospects for career progression.

The group values the contribution made by staff and will, within the limits of the constraints and resources available, provide training and development opportunities for all staff.

### **Group Aims and Objectives**

The employer recognises the importance of staff being involved in setting the group's aims and objectives and will:

- seek, and take into account, staff views on setting appropriate standards of performance for the group
- ensure staff are involved in identifying group priorities and setting objectives and targets
- ensure staff are made aware of the constraints on the group and the resources available to it.

### **Management Practice**

Staff are more effective if they are aware of the group's aims and objectives and the general framework in which they are required to work on a daily or regular basis.

The employer will ensure that:

- where applicable, all staff have and maintain professional registration with the Scottish Social Services Council or other approved professional register, for example, the General Teaching Council, the General Medical Council
- all staff have read, understood and adhere to the Code of Practice for Social Service Workers
- all staff undergo a structured induction
- all staff receive regular supervision
- all staff have an annual appraisal
- appraisal and supervision identify individual training and development needs
- ongoing professional development is promoted, encouraged and supported.

## **Safety and Welfare of Children**

The employer recognises that the safety and well being of children attending the group is paramount and to this end will ensure all staff doing regulated work with children will be members of the PVG Scheme and that they:

- understand and know their responsibilities in respect of keeping children safe and free from harm
- ensure that all staff receive and refresh child protection training on an annual basis to enable them to carry out their responsibilities.

## **Professional Registration**

The employer will comply with the requirement under the Regulation of Care (Scotland) Act 2001 for early education and childcare 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.

The employer will:

- ensure that all their 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 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.
- Provide discretionary funding for courses. This will be decided by the committee at the request of each course.

## **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.

To implement individual training and development plans the employer will:

- use supervision and annual appraisal to identify individual training and learning needs
- 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 its annual budget to staff training and development which takes account of the constraints and resources available to the group

- identify and promote opportunities for the employee to gain accreditation towards a nationally recognised qualification
- take account of the needs and aspirations of individual employees
- take account of individual learning preferences and circumstances, and accommodate these where appropriate when agreeing individual training and learning plans
- give employees appropriate support to achieve their plans
- acknowledge training and learning achievements and keep a record in the individual's personnel file.

## **Evaluation**

The employer 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 assess the implications for staff
- consult with staff about the changes to training policy and procedures.