**Busy Bodies Child Care Centre Ltd**

**Staff Training**

As part of Busy Bodies policy to ensure that we retain a highly motivated staff team we will endeavor to consider all staff training needs.

It is in the interest of the nursery, the children, their families and the individual that each staff member is give 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 delivery of high quality care and education for young children. It underpins all aspects of positive interactions and activities planned for all children attending. At Busy Bodies we ensure that as many people as possible are qualified to a level 3 or equivalent. Other staff working at the nursery will either be qualified to level 2 or equivalent. We strongly promote constant professional development and all staff have individual training records and training plans to enhance their skills and expertise.

Procedure

* Make provision for a budget for staff training.
* Through the manager, consider the individual training needs of each member of staff.
* Through annual performance review as well as monthly meetings consider the needs of professional development for each member of staff.
* Support team cascading of information.
* Encourage team building.
* Encourage each member of staff to develop their own training portfolio.
* Specific training identified through staff one – two -one meetings will be addressed.
* All staff with specific role (e.g SENCO, child protection, etc.) will be trained in that specific area.

As the way that training is provided in our country is being changed and always in flux we may consider different ways of training and development. Lots of online companies offer a range of training courses to early years professionals and this is one way that we will continue to learn and develop.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed………………………………………………………..

Signed ………………………………………………….. Signed………………………………………………………..

Signed ………………………………………………….. Signed………………………………………………………..

Signed ………………………………………………….. Signed………………………………………………………..