

Staff development and training

On induction to the nursery each member of staff will have a full induction, which will last for up to 6 months to ensure they are aware of the nursery's policies, procedures, and expectations.

Mentoring

Staff will have regular mentoring meetings with the manager, at least every half term to review their performance and potential and to identify areas for development through in-house or outsourced training. Mentoring meetings are an opportunity for both manager and staff to speak confidentially about any concerns either party has regarding the nursery and any persons within it, i.e. children's development or well-being, health and safety concerns, new ideas to bring in to the nursery. Mentoring meetings are for praise and support and should be a welcomed part of nursery life.

Appraisals

Appraisals will be fulfilled in yearly meetings and will be used to identify current knowledge, skills and future development and training needs. Smart targets will be made with the consent of both parties and discussed within mentoring meetings to ensure these are being met. Personal development planning will be assessed throughout the year and both manager and staff will have a copy of the plan made but both parties should act on ensuring these plans are made.

All staff mentoring and appraisals are confidential between the manager and staff and will not be shared with other members of staff unless it is to support them. A record of all meetings will be made with both manager and staff signing and dating them, these records will be kept with the staff's personal files.

A record of all staff's qualifications and training will be kept by the manager and will be updated and reviewed regularly to ensure staff's knowledge is refreshed up to date.

Staff will be expected to attend training as and when needed but may sometimes be outside of your normal working hours. This will be discussed with you before it being booked.

It is the manager's responsibility to ensure staff are kept up to date with recent legislation and are suitably enrolled on any courses that are necessary to fulfil the nursery's legal responsibilities

Signed.....manager/owner

Dated: September 2015

Review date: September 2016