



**Liskeard Child Development Centre
Sunshine Room**

30. Staff Development and Training

The Child Development Centre highly values its staff. It is in the interests of the CDC, the children, their 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 for maintaining the delivery of high-quality care and learning for children in their early years. It underpins all aspects of positive interactions and activities planned for children.

At Liskeard CDC we ensure that we have experienced teaching staff and Nursery Nurses that are trained as a Nursery Nurse or Level 2 NVQ or above in childcare and education. Other staff working at the CDC will be qualified according to their role. All staff will have had recent and relevant experience in working with children who have additional needs as an essential criteria.

We strongly promote continuous professional development and all staff have individual training records and training plans to enhance their skills and expertise. We have a training budget which is set annually and reviewed to ensure that the team gain external support and training where needed.

To facilitate the development of staff we:

- Coach, lead and offer encouragement and support to achieve a high level of morale and motivation.
- Promote teamwork through ongoing communication, involvement, a no blame culture and solution focussed approach to enhance CDC practice.
- Provide opportunities for delegation based on skills and expertise to offer recognition and stimulate staff.

- Encourage staff to contribute ideas for change within the CDC and hold regular staff meetings and team meetings to develop these ideas. Regular meetings are also held to discuss strategy, policy and activity planning.
- Encourage staff to further their experience and knowledge by attending relevant external training courses.
- Encourage staff to pass on their knowledge to those who are less experienced and share knowledge from external training with small groups of staff within the CDC.
- Provide regular in-house training relevant to the needs of the CDC.
- Carry out regular half termly supervision and reviews with all staff. Staff appraisals are carried out every year where objectives and action plans for staff are set out, whilst also sourcing training according to their individual needs.
- Develop a training plan addressing both qualifications and continuous professional development needs of the CDC and individual staff.
- Carry out training needs analyses for all individual staff, the team as a whole, and for the CDC every six months.
- Promote a positive learning culture within the CDC.
- Offer regular team building training with the wider CDC staff in Cornwall.
- 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.
- Provide inductions to welcome all new staff and assign a 'work-buddy' to coach and support new staff.
- Offer ongoing support and guidance.
- Offer varied information sources including membership to local and national organisations, resources, publications and literature to all staff.

Internal use only

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| This policy was adopted on | |
| Signed on behalf of the CDC | |
| Date disseminated to staff | |
| Date for review | |