



# Wattisham Airfield Childcare Centre

## Training and Professional development

Wattisham Airfield Childcare Centre values its staff highly and believes that it is in the interests of the children and all the staff that every opportunity is given to each staff member to develop their knowledge and skills in supporting the welfare, wellbeing, learning and development of young children.

To facilitate this we provide training and support within the setting through staff meetings, mentoring, coaching and work shadowing. Senior staff are expected to pass on their skills and experience to less qualified staff members and all staff are encouraged to work towards level 3 qualifications in childcare and early education. Members of staff are expected to attend training events held in the evenings and on weekends, travel expenses will be met in accordance to the Staff mileage allowance policy.

Most training for staff can be sourced through Suffolk cpd online which staff are linked to on induction. Suffolk cpd offers a range of up to date articles and information as well as training.

The manager of the setting liaises with the local providers of childcare training to ensure that both the training provider and the setting have in place the support students need to complete their training and gain qualifications.

Each member of staff has a professional record which tracks all the training accessed since joining the setting and notes any qualifications received. It is the responsibility of individual staff members to review these records with the manager annually, at the time of the performance review meeting, to ensure that they are up to date and accurate. The setting has an annual training plan, which identifies the training every member of staff will

access during the coming year. This is linked to the performance management objectives identified for staff members, the development plan of the setting and any new national initiatives or legislative requirements.

Training plans are stored in a locked filing cabinet and will be updated at least once a year. When a staff member leaves their information will be shredded.

Staff who attend external training will be expected to feed back information gained at these events to the manager of the setting and pass on this information to the rest of the settings staff at the next staff meeting. The implications of the training and the opportunities for implementing new ideas and initiatives can then be discussed. All members of staff in the setting receive up-to-date training on safeguarding children, paediatric first aid and safe handling of food.

Members of staff are responsible for booking their own training, if they are unable to attend they must cancel their own course within 10 working days of the course start date. If the course is not cancelled within 10 working days prior to the course start date a £35 admin fee will be charged to the setting and this fee will be passed onto the individual that was due to attend the course.

Representatives of the setting are active members of a number of local networks and forums. The setting subscribes to a number of publications relevant to the early years sector. It is an expectation that staff members will read these to keep up to date with developments in the early years field and learn from good practice.

#### **Legal framework:**

- Children Act, 1989, 2004, 2006
- Childcare Act 2006
- Data Protection Act 1998
- Every Child Matters: Change for Children 2004
- Employment Act 2002
- EYFS Learning and Development Requirements

This policy was adopted at a meeting of \_\_\_\_\_ name \_\_\_\_\_ of  
\_\_\_\_\_ setting  
Held on \_\_\_\_\_ (date)  
Date to be reviewed \_\_\_\_\_ (date)  
Signed on behalf of the management \_\_\_\_\_  
committee \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair/owner) \_\_\_\_\_

**Review dates:**

Date \_\_\_\_\_ signed \_\_\_\_\_

Date \_\_\_\_\_ signed \_\_\_\_\_

Date \_\_\_\_\_ signed \_\_\_\_\_

Date \_\_\_\_\_ signed \_\_\_\_\_