



Staff Training and Professional Development Policy

Policy Statement

At Clare House Nursery, we recognise that our staff are our greatest asset. Investing in our team ensures that every child receives high-quality care, learning and support from knowledgeable, skilled and reflective practitioners.

We are committed to creating a culture of continuous professional development (CPD), reflective practice and lifelong learning. By supporting our staff to develop professionally, we improve outcomes for children, strengthen partnerships with families and ensure we continue to meet the requirements of the Early Years Foundation Stage (EYFS).

Professional development is an ongoing process that begins during induction and continues throughout employment. Every member of staff is encouraged to develop their knowledge, skills and confidence through training, coaching, mentoring and reflective practice.

Our Commitment

At Clare House Nursery we will:

- Ensure staff hold qualifications appropriate to their role in line with the EYFS.
- Maintain a highly qualified workforce, aiming wherever possible for all practitioners to hold a Level 3 Early Years qualification or above.
- Support apprentices and staff working towards recognised childcare qualifications.
- Ensure all staff complete mandatory safeguarding, paediatric first aid and statutory training appropriate to their role.
- Promote an inclusive culture where everyone feels valued, respected and supported.
- Encourage curiosity, reflective practice and professional discussion.
- Promote staff wellbeing as an essential part of professional development.
- Ensure professional development improves outcomes for children rather than simply achieving training targets.

Continuous Professional Development (CPD)

Professional development may include:

- Mandatory safeguarding updates
- Paediatric First Aid
- Food Hygiene
- Health and Safety
- Behaviour and Emotional Regulation
- SEND and Inclusive Practice
- Speech, Language and Communication
- Child Development
- Curriculum Development
- Outdoor Learning and Forest School
- Online Safety

- Equality, Diversity and Inclusion
- Safer Sleep
- Safer Eating and Weaning
- Supporting Babies and Toddlers
- Leadership and Management
- Reflective Practice
- Coaching and Mentoring
- Mental Health and Wellbeing

Training may be delivered through:

- Local Authority training
- Online accredited learning
- Professional conferences
- External trainers
- In-house workshops
- Peer observations
- Professional reading
- Team meetings
- Safeguarding briefings
- Research projects

We Promote Professional Development By

We will:

- Lead by example and role model best practice.
- Foster a positive learning culture.
- Encourage practitioners to be curious, reflective and open to new ideas.
- Hold regular staff meetings to discuss practice, curriculum and safeguarding.
- Hold room meetings to support reflective practice.
- Provide regular supervision meetings.
- Complete annual appraisals alongside regular performance reviews.
- Create individual Professional Development Plans (PDPs).
- Identify training needs through supervision, observation and self-evaluation.
- Encourage practitioners to share learning from external training with colleagues.
- Support career progression into senior and leadership roles.
- Recognise and celebrate staff achievements.

Induction

All new staff will receive a structured induction programme which includes:

- Safeguarding
- Child Protection
- Health and Safety
- Fire Safety
- Emergency Procedures
- Policies and Procedures
- Prevent Duty
- Online Safety

- Behaviour Management
- Equality and Inclusion
- Whistleblowing
- Code of Conduct
- Confidentiality
- GDPR
- Curriculum
- Key Person role
- Daily routines
- Risk Assessments
- Safe Sleeping
- Safe Eating
- Intimate Care
- Professional expectations

Each new member of staff will receive support from an experienced mentor throughout their induction and probation period.

Supervision

Regular supervision provides an opportunity to:

- Reflect on practice.
- Celebrate achievements.
- Identify concerns early.
- Discuss children's progress.
- Review safeguarding responsibilities.
- Support emotional wellbeing.
- Identify professional development opportunities.
- Set achievable objectives.

Supervision records are confidential and retained within staff files.

Annual Appraisals

Each staff member will participate in an annual appraisal which considers:

- Professional strengths
- Areas for development
- Training undertaken
- Impact on children's outcomes
- Future career aspirations
- Wellbeing
- Professional objectives

SMART targets will be agreed and reviewed regularly.

Evaluating Training

Following training, practitioners will:

- Complete an evaluation.
- Share learning with colleagues.
- Reflect on how learning will improve practice.
- Demonstrate how training has impacted outcomes for children.

Managers will evaluate whether training has:

- Improved practice
- Increased confidence
- Improved children's learning and development
- Enhanced safeguarding
- Improved quality across the nursery

Staff Responsibilities

All staff are expected to:

- Maintain professional standards.
- Participate fully in training.
- Keep mandatory training up to date.
- Reflect on their practice.
- Share learning with colleagues.
- Seek advice when required.
- Actively contribute to continuous improvement.
- Keep their knowledge current through professional reading and research.

Wellbeing

We recognise that staff wellbeing directly impacts the quality-of-care children receive.

We therefore aim to:

- Promote a healthy work-life balance.
- Encourage open communication.
- Provide supportive supervision.
- Recognise achievements.
- Offer appropriate wellbeing support where needed.
- Foster a culture of kindness, teamwork and respect.

Monitoring

The Manager and Leadership Team will monitor this policy through:

- Supervision records
- Staff appraisals
- Training records

- Qualification audits
- Ofsted inspection outcomes
- Quality improvement planning
- Staff feedback
- Reflective practice discussions

