



Staff Training, Learning and Professional Development

Policy Statement

At Clare House Nursery, we recognise that our staff are our greatest asset. Investing in the personal and professional development of every member of our team enables us to provide high-quality education, care and safeguarding for all children.

We are committed to creating a positive learning culture where staff are encouraged, supported and inspired to continually develop their knowledge, skills and confidence. Through ongoing professional development, reflective practice and high-quality supervision, we ensure our team remains informed of current legislation, best practice and developments within the early years sector.

Continuous Professional Development (CPD) is fundamental to maintaining and improving the quality of education and care we provide. It supports outstanding interactions, promotes children's learning and development, strengthens safeguarding practice and ensures that all children, including those with Special Educational Needs and Disabilities (SEND), receive the highest standard of care and education.

Clare House Nursery is committed to employing a highly qualified workforce. We ensure that at least 75% of staff hold a full and relevant Level 3 qualification (or above) in Early Years Education and Care and continually strive towards achieving a fully qualified staff team. Staff who are not yet qualified are supported to undertake recognised training appropriate to their role.

Each member of staff has an individual training record and Continuous Professional Development (CPD) plan, enabling them to identify strengths, celebrate achievements and plan future learning opportunities.

Training is carefully planned to meet:

- Statutory and legal requirements.
- The needs of individual staff.
- The needs of the children attending the nursery.
- The priorities identified through self-evaluation, supervision, quality improvement planning and Ofsted guidance.

External training, professional networks and specialist support are accessed where appropriate to ensure staff remain knowledgeable, skilled and confident in delivering high-quality early years practice.

To support staff development, Clare House Nursery will:

- Lead by example and provide supportive, inspirational leadership that promotes high expectations and professional pride.
- Foster a positive, inclusive and respectful working environment where every member of staff feels valued.
- Promote teamwork through effective communication, collaboration and shared responsibility.

- Encourage reflective practice, professional curiosity and continuous self-evaluation.
- Provide opportunities for staff to take on additional responsibilities that reflect their strengths, interests and career aspirations.
- Encourage staff to contribute ideas that support the continuous improvement of the nursery and actively involve them in decision-making through staff meetings, room meetings and quality improvement discussions.
- Provide access to high-quality internal and external training relevant to individual roles and the needs of the nursery.
- Ensure learning from external training is shared with colleagues to promote consistent, high-quality practice across the whole setting.
- Deliver regular in-house training to ensure staff remain up to date with current legislation, safeguarding responsibilities and best practice.
- Maintain a comprehensive induction programme for all new staff, students and volunteers, supported by an experienced mentor.
- Carry out regular supervision meetings to provide support, monitor wellbeing, discuss safeguarding responsibilities, reflect on practice and identify further training needs.
- Complete annual appraisals to review performance, celebrate achievements and agree individual development objectives.
- Develop individual CPD plans for every member of staff, supporting both mandatory training and career progression.
- Undertake regular training needs analyses across the nursery to identify individual, team and organisational development priorities.
- Evaluate all training undertaken to ensure it has positively impacted practice, children's outcomes and the quality of education provided.
- Promote equality, diversity and inclusion through ongoing professional learning.
- Ensure staff receive appropriate training to effectively support children with SEND, medical needs and those requiring additional support.
- Encourage staff to remain informed of changes to legislation, statutory guidance and current research within the early years sector.
- Promote staff wellbeing by encouraging an open, supportive culture where staff feel able to seek advice, discuss concerns and access appropriate support.
- Encourage staff to maintain professional standards in line with the Early Years Foundation Stage (EYFS), safeguarding requirements and the nursery's Code of Conduct.

Monitoring and Review

The Manager is responsible for overseeing staff training and professional development, ensuring all mandatory training remains current and that Continuous Professional Development opportunities are planned effectively throughout the year.

This policy will be reviewed annually, or sooner if there are changes to legislation, statutory guidance or best practice.

