

3.1 Staffing, Training and Development

EYFS: The Safeguarding and Welfare Requirements
3.20-3.26

Policy Statement

At Hopes and Dreams Montessori Nursery we value our staff highly. We believe that ongoing personal and professional development is essential for maintaining the delivery of high-quality care, learning and development opportunities for children in their early years. It underpins all aspects of positive interactions and activities planned for children.

In the interests of the nursery, the children, their families and the individual we give every staff member the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children. A comprehensive and targeted programme of professional development ensures practitioners are constantly improving their understanding and practice. High-quality professional supervision is provided, based on individual performance related targets, consistent and sharply focused observation and evaluations of the impact of staff's practice.

Procedures

Qualifications

- The Nursery Manager and Deputy Manager hold at least NVQ3 or equivalent in Early Years
- We have a Curriculum and Quality Team who the lead in all things curriculum. These staff either have Montessori Diploma or Qualified Teacher Status.
- All Room Leaders hold NVQ3 or equivalent in Early Years or have proved that they have the relevant experience and skills for the role.
- We aim for the Room Leaders of the Pre-school classrooms to have the Montessori Diploma.
- We far exceed the legal requirement of at least 50% of staff to be qualified to at least level 2 in Early Years.
- We aim for a minimum of 75% staff to be qualified to at least level 3 **
- We are strong advocates of the National Apprentice Scheme and take on apprentices studying both level 2 and 3 in Early Years.
- Staff working with the under 2's have relevant training for this age group.

** To qualify for this ratio of Level 3 qualified staff, we ensure that the qualification meets the full and relevant criteria as listed on the www.register.ofqual.gov.uk

Induction/Probation

- All new employees are placed on a six-month probation period

- During this probation period, new employees undergo an intense induction program that introduces them to all things Hopes and Dreams.
- All the nursery policies and procedures are given to the new employee and they are given time to read and discuss them.
- The induction includes everyday tasks which will be shown to the new employee by their Room Leader/Mentor.
- Induction includes support and training with the Curriculum and Quality Team introducing the new employee to our curriculum policies and procedures and training in using our online Child Development System – My Montessori Child
- Induction also includes regular meetings with the Management Team to monitor progress and development.
- During their induction period all new employees will receive all Mandatory training such as Safeguarding, Health & Safety, First Aid and we also provide other relevant Early Years and Montessori courses.

Ongoing Support

We carry out regular supervisions with all staff. Please see policy **3.2 Supervision and Appraisals**

General Meetings

- Each room has a weekly room meeting where all staff can discuss any concerns, ideas or thoughts they have about their room.
- We have whole team staff meetings which are carried out during our five inset training days.
- Employees can ask to speak to their Room Leader or a member of the Management Team at any time and we aim to accommodate as soon as is reasonably possible following their request.

Training Opportunities

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

All staff receive mandatory training as part of their induction which includes:

- Safeguarding in Early Years
- The Prevent Duty
- FGM
- Health & Safety in the Early Years
- Fire Evacuation
- Food Hygiene
- Manual Handling

We register all our staff with Early Years Alliance/Educare, NDNA, Islington Early Years and Montessori online and whilst we require certain courses to be completed by all employees, other courses are targeted to individual staff based on the age range they work with, or through discussions held during supervisions.

Management are proactive and resourcing specialist training such as SEND, Music, Outdoor Play etc. and staff are encouraged to request any training they would like to undertake.

The nursery closes for 5 Inset Training days each year when all staff come together to train as a team. Safeguarding and Health & Safety refresher courses are carried out over two of these days and the other three are dependent on the needs of the nursery or staff requests. We also included fun team building exercises during these training days to boost staff morale.

Additional Responsibilities

Staff are given additional responsibilities when they are ready to do so to give them ownership. These may be as basic as updating charts, keeping the garden stimulating, or ensuring a rota for updating wall displays.

We do have some specialised additional responsibilities in each room including:

- Student Support Worker
- SEND and Behaviour Support
- Equality and Diversity Champion
- Dukes Hub Champion.

Staff who take on these responsibilities are given relevant training, support and time.

Reviewed: April 2022	Next review date: April 2023
Signed on behalf of the nursery: <i>L. Thorpe Zuzanska</i>	