

CAIRNDOW COMMUNITY CHILDCARE LTD Policy No.32
Staff Development Policy



This policy was drawn up in consultation with *committee and staff of Cairndow Community Childcare Ltd.*

Rationale

The continued professional development of staff is an integral part of the whole development of the pre-school provision within this establishment. Staff development needs are regularly audited both formally and informally and the staff needs met according to the expertise and budget available to the Pre-school staff and head of Centre.

Purpose

This staff development policy was designed to inform both parents and staff that the professional developmental needs of staff are managed to ensure care, learning and teaching of the highest quality within the establishment.

Aims

Our staff development aims are:

- To ensure current developments in pre-school education are embraced
- To empower staff to deliver a high quality programme of learning opportunities
- To support staff in their professional duties
- To ensure that staff have gained accredited qualifications to the level required by the Care Commission and registration with the Scottish Social Services Council

Procedures

Continuing professional development effectively is central to high quality learning. Staff development is managed in the following way:

- The head of centre will operate an 'open door' policy for staff who may wish at any time to informally discuss their staff development needs
- The head of centre will listen and discuss individual needs sensitively. Priority, however, will be given to staff development needs in line with the current development plan or career review and development reports
- Staff development needs are assessed formally on an annual basis at career review and development meetings and each member of staff will be given equal opportunity to attend relevant courses according to the constraints of the budget
- Staff that have received particular inservice training will be encouraged to share the experience with the rest of the pre-school team.
- Following the production of the annual development plan and career review and development reports, the Head of Centre will attempt to address staff

development needs by incorporating the input of the Quality Improvement Officer (Early Years)

- The Head of Centre will ensure that all aspects of continued professional development undertaken are carefully recorded for each individual member of the pre-school team.

Monitoring, Evaluating and Review

The overall monitoring, evaluating and review of this policy will be the responsibility of the Head of Centre.

Pre-school staff will monitor the implementation of the policy at group and individual level.

All pre-school staff will be involved in discussions when the policy is being reviewed.