



## EMPLOYEE LEARNING & DEVELOPMENT POLICY

EYFS: 3.20, 3.21, 3.22, 3.23

### Policy Statement:

Harvey Road Day Nursery Limited is committed to ensuring that all employees have access to learning and development support that is appropriate for their role in the nursery, their level of childcare experience, and their own individual learning needs. Our aim is for every employee to feel supported in their role, receive quality feedback, have the opportunity to discuss their role and their development and have access to leading training qualifications. All this with the aim of ensuring that childcare practice in the nursery setting is of the highest standard.

### Employee Induction:

Every new employee should undertake a comprehensive induction programme when joining the nursery, consisting of:

- Induction/employee handbook.
- Nursery induction with the nursery manager.
- Room induction with their room co-ordinator.
- 6-week review meeting with their room co-ordinator.
- 3-month review meeting with their room co-ordinator.
- 6-month review meeting with the nursery manager.
- Objectives and learning and development plan for the first 12 months in their role.

### Ongoing Supervision and Feedback:

Every employee should take part in a supervision discussion with their room co-ordinator every 6-8 weeks. The meeting should be a two-way discussion covering as a minimum:

- What is going well, e.g. new learning, successes and achievements.
- Areas of concern.
- Areas for development.

Key actions from the discussion should be documented and used to support supervisions as ongoing appraisals.

Every employee should also expect to receive from their room co-ordinator timely constructive feedback on their work performance in between supervision discussions. Employees can seek feedback from their room co-ordinator, the nursery deputy or the nursery manager at any time and should also feel able to ask colleagues for advice, guidance and support.

### **Core Learning: Short Courses:**

It is expected that all employees will attend any core training as identified by the nursery, e.g. health and safety. Some training may need to be repeated/refreshed at regular intervals and all employees are expected to attend as required. Core training will be initiated by the nursery and employees will be informed which training they need to attend in advance.

### **Core Learning: Vocational/Professional Qualifications:**

A range of early years childcare/play work qualifications are available under the new qualifications credit framework (QCF). It is expected that all employees will undertake relevant modules/units to achieve the minimum level of award. Undertaking of further levels/units (certificate, diploma, foundation degree) will be according to the individual and nursery requirements.

### **Specialist Training Conferences:**

Specialist training is available for employees who carry out specific/designated roles in the nursery setting, e.g. special education needs, child protection, equalities. Whenever specialist training is provided, the employee is expected to share relevant new knowledge and learning in the nursery setting via staff meetings or, where appropriate, organised training sessions. Employees carrying out designated roles will be required to attend refresher training every 3 years. Attendance at other courses/conferences is subject to individual and nursery needs. Requests should be submitted to the nursery manager for review.

### **Retention Agreements Linked to Specific Training/Learning Paths:**

Certain training or learning paths require a significant investment from the nursery either financial investment or time invested in the development of the individual employee to gain the skills/knowledge required to perform specific roles. One example of this is preparing/training an employee to fulfil the special educational needs role. The nursery reserves the right to implement retention agreements for specific training/roles where significant nursery investment is required. Employees will be asked to sign the relevant retention agreement before embarking on the specific training/learning path. For example, an employee may be asked to sign an agreement which requires them to remain in post for a minimum of 12 months following training/ learning otherwise they will be expected to repay a stated proportion of the nursery's training costs which would be deducted from their final salary should they leave within the agreed timeframe.

### **Other Continuing Professional Development:**

It is expected that every employee will undertake some personal training to maintain their own professional competence and to continue to enhance practice in the nursery. For employees undertaking or maintaining a vocational or professional qualification, it is the employee's responsibility to identify which specific professional development activity is required, and to monitor and record that activity. Should an employee feel that other training/knowledge is required to perform their role, these needs should be discussed with their room co-ordinator and any resulting training/support agreed with the nursery manager.

**Monitoring of Training and Development Activity:**

The nursery will maintain records of all formal training, qualifications, and conferences that nursery employees attend. Employees can access their own personal training record at any time by contacting the nursery office.

**Contact numbers:**

<b>Name</b>	<b>Contact No</b>
<b>Social Services Emergency Duty Team</b>	<b>0345 40455204</b>
<b>Ofsted</b>	<b>0300 1231231</b>

<b>This policy was adopted in</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<b>April 2019</b>	<b>Christine Hall - Nursery Manager</b>	<b>April 2020</b>