



Colyton Caterpillars Early Education

Early Years Staffing and Staff Development Policy

This policy was agreed by trustees/staff:	
Date of last review:	May 2023
Date of next review:	December 2023
Reviewed by:	K.Clode

A high adult: child ratio is essential in providing good quality pre-school care.

In our setting:

- Our keyperson system ensures each child and family has one particular staff member who takes a special interest in them, observes them and records all their progress and plans their next steps.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- All of our staff hold a NVQ qualification or are working towards this or a higher level.
- Regular in-service training is available to all staff, both paid and volunteer members, through various training opportunities, a file on each staff member's achievements is kept.
- Our setting's budget includes an allocation towards training costs.
- We support the work of our staff by means of regular monitoring/appraisals, peer on peer observations and team meetings.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.

Our Main Aims Are To

- To promote staff development at all times.
- Staff development is discussed on induction.
- Courses are available to all staff – e-learning
- Staff are encouraged to look at their own person development regularly and at staff appraisals.
- All staff keep a record of their professional development activities at the setting in their PDF.
- Staff training is fully inclusive.