



Professional Development Policy and Procedures

Adams Fothergill Ltd understand the importance of having a professional staff team which provides high quality childcare. Developing each team member's skills and knowledge is in the interest of the business, the children and their families and each individual team member.

We always ensure each setting has one level 3 and that half the remaining staff are level 2 or above in childcare and education. Other staff must be prepared to undertake qualifications in early years.

We strongly promote continuous professional development and all staff are encouraged to enhance their skills and expertise.

To facilitate the development of staff we:

- Coach, lead and offer encouragement and support each member of the team
- Promote teamwork through ongoing communication, involvement and a no blame culture to enhance nursery practice
- Provide opportunities for delegation based on skills and knowledge to offer recognition and stimulate staff
- Encourage staff to contribute ideas for change within the nursery and hold staff/team meetings to develop these ideas. Regular discussions about strategy, policy and activity planning are part of our everyday practice.
- Encourage staff to further their experience and knowledge by attending relevant external training courses
- Encourage staff to pass on their knowledge to those less experienced and share knowledge from external training through staff/team meetings and emails
- Carry out regular supervisions with all staff. These provide opportunities for staff to discuss any issues, identify solutions to address issues as they may arise and receive coaching to improve their personal effectiveness. Staff appraisals are carried out annually where objectives and action plans are set out, whilst also identifying training needs according to their individual needs.
- Develop a training plan addressing both qualifications and continuous professional development needs of the nursery and individual staff
- Carry out training needs analyses for all staff, the team as a whole and for the nursery every year
- Promote a positive learning culture within the nursery
- Carry out evaluations of training events and use these to evaluate the training against the aims set to enable the development of future training programmes to improve effectiveness and staff learning
- Provide inductions to welcome all staff and assign the 'buddy' to coach and support new staff members. The buddy will be their manager as shown at the end of the document.
- Offer ongoing guidance and support
- Offer varied information sources including weekly newsletters to staff, membership to early education and the NDNA, resources, publications and literature to all staff.



Supervision

Supervision is a framework to provide direction and guidance to individual team members on a regular basis.

Effective supervision provides support, coaching and training for the team member which promotes the interests of the children.

Our supervision framework fosters a culture of mutual support, teamwork and continuous improvement that encourages confidential discussion of sensitive issues. It also provides the opportunity for team members to discuss any concerns they may have for a children or colleague. **It must be noted that Safeguarding issues MUST be reported as and when they arise and not be left until the next Supervision.**

Adams Fothergill Ltd will ensure that all members of staff have appropriate supervision and a clear understanding of their roles and responsibilities.

Supervision provides opportunities for team members to:

- Talk in a confidential environment
- Discuss any knowledge gaps in the EYFS
- Report where each key child is and what is being done to support them.
- Discuss anything regarding on-going child protection cases
- Discuss their understanding of Safeguarding and Child Protection
- Discuss their personal effectiveness
- Discuss any personal issues
- Identify solutions to address issues that they have
- Receive support and coaching to improve personal effectiveness and reflective practice and development
- Have a documented record of their individual progress.

The benefits for the setting are:

- Improve communication with and between the staff
- Problems are identified at the earliest opportunity
- Faster more effective solutions to any problems and concerns
- Written records of the supervision meetings and the actions taken to improve outcomes for children.

Supervision should help to ensure practice is soundly based and consistent with the Local Safeguarding Children's Board (LSCB) and our policy and procedures.

Supervision practice should include

- Scrutinising and evaluating the work carried out by members of the nursery staff, roles and responsibilities and practice
- Assessing their strengths and weakness; feedback on the implementation of the role, identification of training needs
- Reviewing achievement and monitoring progress of key children
- Provision of coaching, development, resources and personal support relating to key children or personal practice
- Issues and concerns – specifically in relation to the safeguarding duty and discussing concerns regarding the behaviours of both colleagues and parents. This can also include:
 - Issues in relation to attitude to work
 - Relationships with others,



- Communication skills
 - Personal issues
- Issues recorded by the supervisee about any particular child
- The nursery policies and procedures.

Appraisals

Appraisals are a yearly opportunity to analyse each team members performance at work. Information from Supervision will be used to inform the Appraisal.

These meetings give the opportunity to:

- Discuss the team member's strengths and weaknesses
- Discuss their job role and responsibilities
- Discuss their planned career path and any opportunities or training they may require
- Discuss their personal effectiveness within the team
- Discuss any personal issues .

Recommendations and Actions may be set and these will be reviewed at the next appraisal.

Professional Meetings

If a discussion is needed to resolve an issue regarding professional conduct, a meeting will be arranged.

This meeting may be about a team member or a group of team members.

Witnesses maybe called upon for specific details.

After the discussion, the action to be taken will be agreed on.

Actions from these meetings will be discussed at the team member's next Supervision.



Procedures for Supervision and Appraisals

Adams Fothergill Ltd will aim to carry out supervisions once a term and appraisals once a year, normally at the end of the academic year during the summer break, for each team member.

If needed, due to performance reasons, a professional discussion meeting will be held and the **Professional Discussion Form** will be completed by the person carrying out the meeting. A copy of this form will be given to the team member. This will be referred to in the next team member's supervision meeting.

A team member will be asked to complete an **Employee Performance Review** document at least 3 weeks prior to the supervision meeting. This document remains the property of the team member as it is theirs' to provide information needed for discussion at the Supervision.

A record of the supervision will be recorded on the **Supervision Record** by the person running the meeting. The Admin section of the form should be completed prior to the meeting.

The team member will be given a copy of the **Supervision Record**. If **actions** or **recommendations** have been set, these will need to be entered onto the team member's next **Employee Performance Review** document.

The hierarchy for carrying out these Supervisions are as follows:

- Apprentice and qualified practitioner's meetings are carried out by their Deputy Manager who should also be the apprentice's buddy. The outcome of these meetings should be reported to the Area Manager who will raise any issues with the Directors.
- Deputy Managers, bank staff, the Chef and Lunchtime Supervisor's meetings will be carried out by the Area Manager. The outcome of these meetings should be reported to the Directors.
- The Directors will carry out the Area Manager's meetings.

All forms completed at these meeting will be read by a Director before being filed in the team member's file.

A team member will be asked to complete parts of the **Appraisal Record** document at least 3 weeks prior to the appraisal meeting. The team member will use their **Supervision Records** and any **Professional Discussion Forms** to fill in the required details. The rest of the document will be completed by person carrying out the appraisal and a copy will be given to the team member for their reference.

At the end of an appraisal, **objectives** maybe set for the team member and these will need to be entered onto the team member' next **Appraisal Record**.

All Appraisals are carried out by a director.

Associate forms:

Employee Performance Review

Supervision Record

Appraisal Record

Professional Discussion Form.



Review and update details

Date	R	U	Details	Q	Latest version
17/11/20			New policy	√	Issue 1/Oct 20

R = policy reviewed, U = policy updated, Q = quiz issued to staff. Please tick the relevant boxes.

Note: A quiz should be issued for new or updated policies and at least once a year.