



Kilcreggan Early Learning and Childcare Centre



Staff Development Policy



UNCRC:

Article 3 Adults must do what is best for me

Article 29 I have the right to an education which develops my personality, respect for others' rights and the environment

Statement of Purpose

Kilcreggan Early Childhood and Education Centre is committed to the continued professional development of all staff. Staff development needs are regularly audited formally and informally and consideration of the ELCC's needs and expertise influences training decisions. The Head Teacher support the professional development through the formal PRD process as outlined by Argyll and Bute Council.

Purpose

The staff development policy was designed to inform parents and staff of the establishments commitment to professional development needs. It ensures that care, learning and teaching is of the highest quality, based on good practice and up to date guidance.

Aims

The aims of our staff development are:

- Ensure current developments in early years education are embraced
- Empower staff to deliver high quality programmes of learning opportunities
- Support staff in their professional duties
- Ensure staff have gained accredited qualifications to the level required by the Care Inspectorate and registration with Scottish Social Services Council
- Value the skills and knowledge staff bring to their role

Kilcreggan Primary ELCC

Updated Dec 2023



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Procedures

Continuing professional development is essential to high quality learning. At Kilcreggan ELCC staff development is managed in the following way:

- The Head Teacher has open dialogue with staff who may wish to discuss their training needs at any time
- The Head Teacher will listen and discuss individual needs sensitively. Priority however will be given to needs in line with the School and ELCC Improvement Plan priorities and those identified in the formal professional development review meetings
- Formal professional development review meetings will be held on an annual basis. Staff will be given the date and paperwork at the beginning of term 3 to prepare for the meeting in March
- Staff that have received any inservice/course training are asked to share their training with the rest of the ELCC staff team
- The Head Teacher will ensure that all aspects of continued professional development undertaken are carefully recorded for each member
- The CLPL calendar and emails of training will be forwarded to all staff and they will be encouraged to book their attendance

New Staff

Where new staff are appointed, the National Induction Resource will be utilised to support staff with becoming confident in their new position. Whilst the Head Teacher has line manager responsibilities, the new employee will also be assigned a mentor whose responsibility will be to support them with the daily duties of being on the playroom floor.

All recruitment is managed by the Head Teacher and HR department colleagues and adhere to Argyll and Bute's Equal Opportunities recruitment procedures.

Health and Social Care Standards

3.9 I experience warmth, kindness and compassion in how I am supported and cared for, including physical comfort when appropriate for me and the person supporting and caring for me.

3.20 I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.



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4.24 I am confident that people who support and care for me have been appropriately and safely recruited

Local and National Policy

Professional Review and Development guidance, Argyll and Bute Council
Early Learning and Childcare - National Induction Resource, Scottish Government
Recruitment guidance, Argyll and Bute Council

Monitoring and Review

It is the responsibility of the Head Teacher along with the staff to monitor, evaluate and review the above arrangements and to adjust them according to need.