

Staff Development and Training NMS 13.1 – 13.12

We value our staff highly. We believe that personal and professional development is essential for maintaining the delivery of high quality care and delivery of children and young people's provision. It underpins all aspects of positive interactions and activities planned for children and young people.

In the interests of the setting, staff, children, young people and their families, we give every staff member the opportunity to develop their skills so they can increase and broaden their knowledge and skills in order to deliver an ever improving provision for children and young people. A comprehensive and targeted programme of professional development ensures staff, students, sessional workers and volunteers can continually improve their understanding and practice. We also offer an open door policy so there is access to line managers and senior management each day, hold team meetings and annual supervision. This enables us to discuss with staff any performance related targets, identify training requirements, discuss any issues and look how we can continually improve on a personal and professional level.

We ensure that all staff are suitably qualified and that provide them with opportunities to progress. Whilst staff are qualified or working towards level 3 qualifications, we do encourage and offer staff the opportunities when available to progress to higher level qualifications and also offer student placements so that we can support with students gaining their qualifications.

We strongly promote continuous professional development and all staff have individual training records and training plans to enhance their skills and expertise, based on discussions at supervision, team meetings and our open door policy whereby staff never need to wait until a team meeting or supervision session takes place to be able to access support, advice, training etc or deal with concerns. Although we do not have a specific training budget due to lack of available funding in the charity sector, we do pay for an online training provider for staff, students, sessional workers and volunteers to access at all times with an array of courses. In addition to this, we work with partner organisations to access face to face training as well as access other online training such as Prevent Training direct from Welsh Government.

To facilitate the development of staff we:

- Coach, lead and offer encouragement and support to achieve a high level of morale and motivation
- Promote teamwork through ongoing communication, involvement and a no blame culture to enhance provision, delivery and practice
- Provide opportunities for delegation based on skills and expertise to offer recognition and empower staff
- Encourage staff to contribute ideas for change within the setting and organisation as a whole and hold regular staff meetings and team meetings to develop these ideas. Regular meetings are also held to discuss strategy, policy and activity planning
- Encourage staff to further their experience and knowledge by attending relevant external training courses
- Encourage staff to pass on their knowledge to those who are less experienced and share knowledge from external training with their co-workers within the setting
- Offer a wide range of online training relevant to the needs of the setting and for staff development
- Carry out supervision at least once per annum for our sessional staff and hold planning and team meetings as well as offer an open door policy to line managers and senior management. These provide opportunities for staff to discuss any issues, including any concerns about children and young people in terms of their development, behaviour, well-being and safeguarding, allowing us to identify solutions, specific training and develop staff for the benefit of the setting.
- Carry out training need analyses for all individual staff, the team as a whole, and for the setting on an annual basis □ Promote a positive learning culture

- Provide inductions to welcome all new staff and assign a 'work buddy' to coach and support new staff
- Offer ongoing support and guidance
- Offer varied information sources including information relating to membership of local and national organisations, resources, publications and literature to all staff.

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager	<i>Kate O'Sullivan</i>	13.10.2025
Olive Frances Vice Chair of Trustees	<i>Olive Frances</i>	13.10.2025