



Suitable People: Supervision and CPD

Policy statement

We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage (EYFS) to ensure that children have sufficient individual attention and to guarantee care and education of high quality. All the Key Persons are qualified and we ensure that they all have the opportunity for a continuous professional development (CPD) plan according to their needs. We carry out appraisals annually and fortnightly staff meetings to ensure all members of staff are aware of current issues with children and the operations in the setting. If any member of staff has any concerns or wants to discuss training or any other issues, they are free to do so with the setting manager by arranging a face to face meeting at a convenient time. We provide regular intervals to discuss and provide support and empowerment to staff to make sure they feel equipped and happy to fulfil their job effectively. All these elements of supervision are delivered through coaching, mentoring, in-house training, out sourcing training and personal development with an aim to focus on children and their well being.

Procedure or Protocol:

Appraisal:

This is a two way process that enables both parties involved to develop a positive and mutually supportive discussion and ongoing development plan.

- All staff members will be asked to fill out a staff appraisal form. On the form will be questions about what area they would like more information about, what they feel are their strengths, as well as what they feel the management team could do to help support them further in their professional development.
- During the appraisal the manager will discuss anything the member of staff needs to look at in term of improving their daily practice in line with the nursery's ethos. The member of staff can seek advice on how to do so during the appraisal.
- The date for the next appraisal will be made, as well as additional meetings in between if the management or member of staff feels it is necessary. This may be relevant if specific training is being put in place and review or additional support is needed throughout this time.

Training and staff development:

- The Village Montessori Nursery Manager holds at least Montessori Early Childhood Diploma (Level 4) and all the other members of staff have experience working with children from two years old to pre-school age.
- We have a set training budget allocated to resources for training, e.g. food and hygiene, SEN short course, Safeguarding and Child Protection, Refresh EYFS understanding, First Aid Paediatric, Communication and Language Development, etc.
- We provide staff Induction training in the first and second week of employment. This induction includes our Health and Safety Policy, Safeguarding and Child Protection Policy, Behaviour Management Practice. Other policies and procedures will be introduced within an induction plan. For example, fire evacuation and emergency lockdown procedure, daily risk assessments on task rotas etc.
- We support the work of our staff by holding once a term supervision meetings if possible.
- The nursery manager will conduct in-house training from time to time to update the knowledge of regulations and practices as well as to refresh the objective and skill in presenting Montessori apparatus.
- All members of staff are given non-contact time of at least an hour a week to ensure they have time to keep learning journals and ensuring their key children planning is up-to-date.
- The manager will monitor all the children's learning and development to ensure there is consistency between all the key persons and nursery practise.

This policy was adopted and practiced at	Village Montessori Nursery School Ltd
Effective date	July 2021
Review date	July 2022
Name of the manager who prepared	Mrs Kwai Fong Purchase
Read and acknowledge by member of staff	Cristina (Deputy), Vicky, Svitlana (Room Leader), Magdalena

Useful links:

- <http://eyalliance.org.uk>
- <http://westsussexcpd.co.uk>
- <http://pacey.org.uk>
- <http://childcare.co.uk>
- <http://literacytrust.org.uk>

