



Staff Qualifications, Training, Support and Skills Policy

We provide an induction to all staff in order to fully brief them about the setting, the families we serve and our policies. Planning and daily practice.

We have a written induction plan for new staff, which includes the following:

- Familiarisation with the building
- Information regarding emergency evacuation procedures
- Information about Safeguarding, child Protection, Equality Policy and Health and Safety Issues
- Ensuring our policies have been read and are carried out.
- Introduction to parents especially parents of allocated key children where appropriate
- Familiarising them with confidential information where applicable in relation to any key children
- Details of tasks and daily routines to be completed

Staff have the opportunity:

- To discuss issues concerning a child's development and well being
- Identify solutions to address issues as they arise
- Receive coaching to improve their personal effectiveness

Mrs Louise Trego holds a level 3 qualification and is named Manager, Designated Safeguarding Lead, Senco

Nichola Coles holds a level 6 qualification and is named Deputy Manager, Deputy Designated Safeguarding Lead. Nicola Coles manages in the absence of Louise Trego

Staff appraisals carried out identifies the training need of staff. A programme of continuing professional development is applied.

Support is given to any member of staff who wishes to improve their qualification levels.

At least one person who has a current paediatric first aid certificate must be on the premises at all times when children are presents and must accompany children on outings.

Our aim is for all staff to hold a current paediatric first aid certificate.

All staff have sufficient understanding and use of English to ensure the wellbeing of children in our care, to keep records, to liaise with other agencies, to summon emergency help and understand instruction for medicines or food hygiene.

Staff involved in the working of the EYFS

Louise Trego level 3 Manager

Nicola Coles Level 6 Deputy Manager

Casey Hickey Level 3 Preschool Practitioner

Sue Butcher Level 3 Preschool Practitioner

Signed on behalf of Tiny Feet Preschool _____ date: _____

Name of Signatory _____

Role of Signatory _____

