



Micheldever & Stratton Preschool CPD (Continuing Professional Development) Policy (Revised 4th November 2022)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

Micheldever & Stratton Preschool fully endorses the preschool's commitment to continuous professional development for all employees and will actively encourage members of staff to undertake training to enhance and update their qualifications and knowledge and to take part in supervisions.

All members of staff will be required by Micheldever & Stratton Preschool to undertake mandatory safeguarding children and equality and diversity training.

Procedure

This policy provides guidelines for members of staff on how they can undertake continuous professional development, while working at the preschool.

As part of this supervisions will be held for all staff in the preschool for all staff. All members of staff will be aware of this policy.

1. There is a staff development file containing information on the qualifications held and training undertaken by all members of staff employed by the preschool and this will be updated regularly.
2. All members of staff are required to provide original copies of qualifications and a copy will be taken to keep in their staff file.
3. Members of staff will be expected to undertake all the required mandatory training including safeguarding children and equality and diversity and will be strongly encouraged to undertake paediatric first aid and food hygiene qualifications.
4. Members of staff will be encouraged to update and upgrade their qualifications and will be supported to achieve this. There may be financial support towards the cost of training but this will be subject to conditions laid down by Micheldever & Stratton Preschool.
5. Supervisions of staff will be carried out on an 'as and when' basis rather than a specific time frame as this allows supervisions to be carried out when needed.
6. Staff may request a supervision at any time.

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EY2647913, Charity Number: 1076656

7. All staff will have a months' notice of any supervisions so that they have time to consider any queries or concerns they have.

8. During the supervision the staff members roles and responsibilities will be discussed.

9. During the probationary period the new member of staff will have three supervisions that aligned with their probationary reviews.

Legislation and Guidance

EYFS Statutory Framework (September 2015)

Other Related Policies & Procedures

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Acceptable Use Policy*
- *Administration of Medicines Policy*
- *Anti-bullying Policy*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Complaints Policy*
- *Confidentiality & Client Access Policy*
- *Diversity & Equality Policy*
- *Emergency Closure Policy*
- *Employment & Staffing Policy*
- *Environmental Policy*
- *Equal Opportunities Policy*
- *E-safety Policy*
- *First Aid Policy*
- *GDPR Policy*
- *Grievance Policy*
- *Health & Safety Policy*
- *Information Sharing Policy*
- *Key Person & Settling In Policy*
- *LADO Policy*

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- *Looked After Children Policy*
- *Managing Children & Staff Allergies Policy*
- *Mobile, Camera & Social Media Policy*
- *No Smoking Policy*
- *Photography & Video Policy*
- *Physical Contact & Handling Policy*
- *Prevent & British Values Policy*
- *Positive Behaviour Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Retirement Policy*
- *Safeguarding Policy*
- *Special Education Needs & Inclusion Policy*
- *Staff Alcohol & Drugs Misuse Policy*
- *Staff Behaviour Policy*
- *Staffing & Volunteers Policy*
- *Suitable Persons Protection*
- *Usage, Storage & Retention Policy*
- *Whistleblowing Policy*
- *Working in Partnership Policy*

This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy

November 2022

Review Date: November 2023

*** This policy was adopted by the committee on 26/01/23**

*This document was agreed via email by our Trustees as we were unable to hold our policy meeting due to the Covid-19 virus (Jan 2021)

Signed: Marcus Mann_____

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Reviewed Date: 30/11/22

Signature: *Mrs AL Mann-Boe*

Amendments: Removed FS policies

Reviewed Date:

Signature:

Amendments:

Reviewed Date:

Signature:

Amendments:

Reviewed Date:

Signature:

Amendments:

Reviewed Date:

Signature:

Amendments: