**KNIGHTWOOD KIDS CLUB**

 **OFSTED REGISTRATION NUMBER 110551**

 **CHARITY NUMBER 1081786 – KIDS CLUB NETWORK 4734**

 **C/O KNIGHTWOOD PRIMARY SCHOOL, BELLFLOWER WAY,**

 **CHANDLERS FORD, HAMPSHIRE, S053 4HW**

 **STAFF DEVELOPMENT AND TRAINING**

**Staff at Knightwood Kids’s Club are the most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to providing good training and development opportunities for staff so that they are able to perform their roles both efficiently and effectively.**

**KKC Committee recognises that regular training and monitoring of professional development is important for all staff. Staff development and training is vital because it allows staff to keep up to date with current thinking and practices about both play and child development issues. Additionally, with well-trained and motivated staff, a club is better able to meet the diverse and complex needs of children within its local community.**

**The club is committed to providing for staff:**

* **A full induction process**
* **A regular system of appraisals**
* **An up to date record of staff qualifications and training**

**This will help to ensure that staff development needs are being met and that staff training and qualifications are meeting the requirements of KKC and the National Standards.**

**STAFF INDUCTIONS**

**New members of staff will be issued with a job description and a copy of KKC policies and procedures. Staff will also undergo an induction process during their first month of employment and be assigned a mentor to help them settle in.**

**As part of the induction, the mentor will discuss and talk through every day practises of the club. These will include:-**

* **Showing new staff around the premises, pointing out all the fire exits, toilets and areas such as the staff room, kitchen, shed where all toys are kept, areas where children are not allowed to go etc.**

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* **Explaining staff hours, and all aspects of the day-to-day management and running of the club.**
* **Introducing the new member of staff to their colleagues, children, parents/carers where appropriate.**
* **Pointing out the practical implications of the club’s Policies and Practices including how they relate to the club’s obligations under the National Standards.**

**STAFF APPRAISAL AND SUPERVISION**

**The main objective of KKC’s appraisal and supervision system is to review employees’ performance and potential, and to identify suitable and appropriate training and development needs.**

**Appraisals will take the form of annual meetings and discussions between staff and the Manager. They will also be used to identify current knowledge skills, areas for future development and potential training needs.**

**Supervision will take the form of regular monthly discussions between staff and the Manager, and will be an opportunity for reflecting on recent professional progress, as well as the targets set, and issues raised, during these appraisals.**

**The appraisal and supervision process will be used to build up a Personal Development Plan (see below) for each member of staff.**

**STAFF MEETINGS**

**Meeting will be held between the Manager and staff as often as possible for problem solving, information sharing and acknowledging work issues. These are also opportunities for staff to reflect on their work performance and review any difficulties they may be facing. Ideas will also be discussed to help keep the club improving, ideas for activities, and resources will be discussed if new resources need to be purchased the Manager will put this to the Committee. Staff meetings will be a forum for setting objectives for the club and for planning activities for the Afterschool Club**

**PERSONAL DEVELOPMENT PLANNING**

**Personal Development Planning is a continuous process to ensure that staff needs are both identified and acted upon as they arise. It is the joint responsibility of the member of staff and the Manager to ensure that the plan is kept up to date and that all decisions are followed through. Update training through on-line courses every 1-2 years if necessary, depending on advice from on-line trainers.**

**The Manager will keep a copy of this plan, but each staff member is also encouraged to keep a copy of their own Personal Development Plan, listing any training undertaken and additional skills gained since starting work at the club.**

**TRAINING OPPORTUNITIES**

**KKC will do all it can to support staff who are working towards improving their qualifications and training experience. All staff are encouraged to take up training opportunities to expand their professional development and ensure an up to date knowledge of childcare issues.**

**It is the responsibility of the Manager to identify and promote suitable training courses for staff and strongly encourage them to take advantage of these. Support will be given to help staff overcome any barriers to accessing such training.**

**Staff will be expected to attend training courses or on-line courses and update skills as and when requested by their Manager.**

**Specific training courses in FOOD HYGIENE – EQUAL OPPORTUNITIES – CHILD PROTECTION/SAFEGUARDING CHILDREN – SPECIAL EDUCATIONAL NEEDS – DATA PROTECTION and HEALTH & SAFETY are obligatory and staff members must always attend such courses when requested. It is the Manager’s responsibility to ensure that staff are kept up-to-date with recent legislation and are suitably enrolled on any courses that are necessary to fulfil the club’s legal responsibility.**

**FURTHER GUIDANCE**

* [**www.4children.org.uk**](http://www.4children.org.uk)

**POLICY START DATE ……………………………………………………… 1st September 2000**

**POLICY REVIEWED DATE ………………………………………………. 6th September 2015**

**Policy Reviewed Sept 2016**

**Policy reviewed Sept 2017**

**Policy reviewed Sept 2018**

**Policy Reviewed March 2019 Julie Dellow (Manager)**

**Policy Reviewed January 2024**