



# Staff Development Policy

**This policy was adopted at a meeting of:**

*Torphins Playgroup Pre-School*

.....

On (date) .....

Signed ..... Designation .....

## **Statement of Purpose**

The Early Education and Childcare (ELC) setting recognises the significant contribution made by staff in providing and maintaining a high quality service. Training and development opportunities will be provided for all staff to enable them to carry out their roles both efficiently and effectively. Regular training and monitoring of professional development enables staff to keep abreast of relevant educational issues and ensures a highly motivated and well trained workforce. Staff who are offered training and development opportunities will enjoy increased job satisfaction and are better able to meet the needs of the children and parents within the setting. The following policy ensures staff undertake a structured induction, receive regular supervision and have their individual training and developmental needs identified through an annual appraisal. This will encourage and support ongoing professional development. Throughout the guidance the term parents is used to include all main care givers.

## **Staff Induction**

New members of staff will undertake an induction within one month of commencing employment. Staff will be assigned a mentor who will help them settle into the establishment. Routine practices and procedures will be discussed and new staff will be made aware of all policies. New staff will be shown around the premises, introduced to colleagues, children and if appropriate parents. The routine of the session within the setting will be explained and staff will be made aware of the relevance of relating policy to everyday practice. New staff will be made aware of specific policies relating to the welfare of the child and health and safety procedures. Policies relating to relevant legislation and registration requirements should also be identified.

## **Continuous Professional Learning (CPL)**

Staff should ensure they have up to date knowledge of current early years issues and identify appropriate training opportunities to meet these.

Staff training and development needs are addressed through an individual Continuous Professional Learning (CPL) Plan and Record (see Appendix 1), which support the achievement of the aims of the setting and enhance the professional competence of the employee. Through annual appraisal and CPL plans individual training and learning needs will be identified. The setting will give appropriate support to ensure all staff achieve their identified goals and a record should be kept in the CPL plan. The setting should allocate a proportion of its annual budget to staff training and development to ensure staff have up to date knowledge of all legislation to enable the setting to meet legal requirements. All staff should receive Child Protection training/update on an annual basis to ensure an understanding of their responsibilities in keeping children safe and free from harm.

## **Registration Requirements**

The setting will comply with the requirement under the Regulation of Care (Scotland) Act 2001 for early education and childcare workers to hold or be working towards achieving a qualification that is recognised and meets the criteria of the Scottish Social Services Council (SSSC) for professional registration. All early education and childcare workers should hold registration with the SSSC or other approved registration bodies. Non qualified staff should be working towards achieving a nationally recognised qualification that is relevant and appropriate to the role they are undertaking. Staff should be supported to meet the requirements for post registration training and learning (PRTL) and funding should be sought to enable staff to access relevant qualifications. Everyone registered with SSSC has to meet PRTL requirements. Writing about your learning and development and submitting it to them helps SSSC to make sure you remain suitable for registration.

May 2020

**Capability Procedure**

The setting may wish to invoke the Capability Procedure where there is an issue in terms of a staff member's ability to do their job. The Capability Procedure should be used to improve performance where the reason for the underperformance is a lack of skill, inadequate training and a lack of support. If the member of staff is underperforming in their role due to carelessness, negligence or lack of effort then this should be treated as misconduct and dealt with under the setting's disciplinary procedures. Capability Procedure is attached (see Appendix 2)

## **Monitoring of this Policy**

It will be the responsibility of the Manager to ensure that all staff, including temporary staff, are familiar with the policy and to monitor that it is being implemented. This will be achieved in consultation with staff and monitoring practice within the setting and an annual review of the CPL plan.

## **Appendices**

Appendix 1 - Continuous Professional Learning Plan and Record

Appendix 2 – Capability Procedure

## **See also**

Safe Recruitment Policy

Equal Opportunities Policy

Curriculum Policy

Confidentiality Policy

Child Protection Policy

Transitions Policy

## **Links to national policy**

Health and Social Care Standards. My Support, my life (Scottish Government 2017)

3.14, 3.20, 4.11, 4.23, 4.24, 4.25

## **Find out more:**

Scottish Social Services Council

[www.sssc.uk.com](http://www.sssc.uk.com)

## **SSSC Learning Zone /Open Badges**

Open Badges are digital records of your achievements and skills. They're linked to assessment and evidence and can be used to give real value to the reflection you put into learning from different sources.

<http://learningzone.workforcesolutions.sssc.uk.com/>

## **Post registration training and learning**

<http://www.sssc.uk.com/registration/registrant-responsibilities/post-registration-training-and-learning>

Regulation of Care Act 2001

[www.careinfoscotland.com](http://www.careinfoscotland.com)

Continuous Professional Learning Plan and Record

Name .....

Date of Meeting .....

Developmental Focus	Training	Reflection/ Impact on Practice	Manager's Comments

### Capability Procedure

The following procedure outlines steps to be taken if a member of staff is failing to carry out their duties. The procedures which follow will allow the employee to improve their performance and ensure consistency at all staff levels. The most appropriate support will be identified to enable the staff member to attain satisfactory levels of performance.

#### Stage 1 Informal Procedure

Where a setting's employee exhibits an inability to perform their duties satisfactorily the matter should be attempted to be resolved informally through a meeting between the line manager and the staff member. A letter will be sent to the employee stating the nature of the underperformance and appropriate action that could be taken for improvement. Specific examples of the underperformance should be provided by the line manager. A record will be kept of the informal meeting and should state:

- Performance Standards agreed with staff member
- Time scale for improvement (normally 3 months)
- Monitoring of performance including a plan signed by both parties
- Regular performance reviews

The process will terminate at this stage if the individual's performance improves adequately. If there has not been a satisfactory improvement then the formal procedure will be invoked by the line manager.

#### Stage 2 Formal Procedure

The manager may call on the support of an external advisor or other member of the management team to undertake collecting the necessary information. The person dealing with the report should not be the person who may have to deal with an appeal at a later stage. They would be expected to interview the staff member, line manager and any other relevant individuals. The member of staff should be informed that they may be accompanied by a trade union representative or work colleague. A written report should be compiled containing the following information:

- Areas where the staff member is failing to perform adequately
- Actions already taken to address these issues and if these actions were appropriate
- Acknowledgement of the problem by the staff member and a willingness to show improvement
- Impact on colleagues and the setting
- Any other mitigating factors

The report should be given to the staff member and the line manager and both should record any comments in relation to the report.

The committee member or manager will consider the report and may opt to take one of the following actions:

- No further action
- Monitor performance standards if not already done so
- Convene a formal capability procedure

#### Stage 3 Capability Hearing

In writing the manager will inform the member of staff of the date of the hearing. Any relevant documentation should be attached to the letter. The letter should be sent at least 10 days prior to the hearing.

The letter should contain the following points:

- Details of the performance deficits
- Date, time and venue of hearing and who will be conducting the hearing.
- The staff member's right to have trade union representation or the presence of a colleague.

A written copy of the procedure to be adhered to should be made available to the member of staff prior to the hearing. If the allegation is found to be justified then appropriate action must be taken. Depending on the nature of the allegation at this stage a first written warning will be given and confirmed in writing. This will remain live for a period of 6 months.

A letter should be sent to the staff member confirming the decision and the reason(s) for the decision. The letter should also contain information regarding the monitoring of progress and how this will be achieved. An improvement plan should be drawn up to monitor this including a time scale and a schedule of regular review meetings.

If the outcome is not sufficiently serious to warrant a formal warning then monitoring should discontinue. It should be made clear to the staff member that monitoring may be reintroduced if the problem(s) recur.

#### **Stage 4 Second Capability Hearing**

If no improvement in performance is shown then the process indicated in stage 3 should be repeated. If the conclusion of the second hearing is that performance has not sufficiently improved and there is still evidence of incapability despite support, a final written warning should be issued and this will remain live for 12 months.

A letter confirming the decision should be sent to the staff member stating that if an improvement is not forthcoming a final meeting will be convened to consider terminating the contract on grounds of capability.

#### **Stage 5 Dismissal**

If there is still no improvement or insufficient improvement after a final written warning or if the improvement has not been maintained the staff member will normally be dismissed with notice or pay in lieu of notice. Alternatively, at the employer's discretion, alternative work may be offered elsewhere within the organisation.

#### **Appeals**

A staff member who wishes to appeal against any formal capability decision must do so within 5 working days of the decision. The employer will hear the appeal and make an impartial decision. Any capability warning will be reviewed and the appeal and the result confirmed in writing.