



**St. Thomas a Becket Nursery School**  
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Registered Charity No. 1097448

# Staff Qualifications, training, support and skills

**Responsibility:** Nursery Manager and Nursery Lead  
**Review Cycle:** Every two years

<b>Date of adoption / last review:</b>	<b>Signed / Role</b>	<b>Date of next review:</b>
June 2016		June 2019
June 2019		June 2021
September 2021		June 2023
January 2024		January 2027

## **St Thomas a Becket Nursery** **Qualifications, Training, Support and Skills Policy**

**The EYFS Statutory Framework – effective 4<sup>th</sup> January 2024, states, we respond:**

**3.23** Providers must follow their legal responsibilities under the Equality Act 2010 including the fair and equal treatment of practitioners regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

St Thomas a Becket Nursery practice their duty of care to all and convey their commitment as an employer under the Equalities Act 2010. We follow tried and tested Safer Recruitment structured procedures and staff supervision and mentoring practice. Ensuring that the needs of the children in our care are never compromised, no staff member, student or volunteer is discriminated against, and we uphold the rights of the individual under the umbrella of any protected characteristic they present with. We actively seek to support each and every individual with fairness each and every individual in the setting by discussing and facilitating any additional arrangements that are necessary for that individual to receive fair and equality of treatment whilst at our setting and in our care and to ensure the welfare of each individuals.

Examples of this include, but are not limited to:

Promoting a culture of diversity and inclusion through communication, resources and activities;

Setting aside space and an allocated time for prayer;

Carrying out a personal risk assessment for those with a disability / long term illness and agreeing arrangements those who may need time out of ratio to deal with sudden onset of illness;

Conducting a capability assessment for those with a disability / long term illness, or age related queries and making adjustments where appropriate, ensuring at all times that these adjustments do not put any of the children at risk;

### **Safeguarding training**

3.24 Providers must train all staff to understand their safeguarding policy and procedures and ensure that all staff have up to date knowledge of safeguarding issues. Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- Significant changes in children's behaviour.
- A decline in children's general well-being.
- Unexplained bruising, marks or signs of possible abuse or neglect.
- Concerning comments from children.
- Inappropriate behaviour from practitioners, or any other person working with the children. This could include inappropriate sexual comments; excessive one-to-one attention beyond what is required through their role; or inappropriate sharing of images.
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) female genital mutilation.

Providers may find it helpful to read 'What to do if you're worried a child is being abused: Advice for practitioners'.

All Nursery Staff have easy access to the Nursery Safeguarding policies and procedures and Identifying Child Abuse recognition tables.

Whistleblowing, SPOA and LADO information are freely available in communal and private spaces and are introduced to all staff, students and volunteers as part of the induction process.

The Continuum of Need indicators are used by our Nursery to identify welfare concern levels in order that we manage raised concerns appropriately.

Nursery access a variety of safeguarding training through Noodle Now.

Nursery access a variety of safeguarding training through ESCC.

Staff are asked to carry out a basic Safeguarding refresher on an annual basis.

3.25 The lead practitioner must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect (as described at paragraph 3.8).

All staff are made aware of the role of the Designated Safeguarding Lead (DSL). Please see our separate DSL information for more detail about this role and its responsibilities.

The Nursery Manager is the trained and experienced setting Designated Safeguarding Lead.

The Nursery Lead is an additional trained and experienced Designated Safeguarding Lead for the setting.

In the unlikely absence of both of the above, the 2 Nursery Deputies assume lead responsibility for safeguarding.

All staff are familiar with all safeguarding policies and practices in the nursery and any staff member is able to recognise a Safeguarding Concern and refer, as appropriate, to the DSL, or relevant body - the Single Point of Advice (SPOA) or the LADO (Local Authority Designated Officer).

### **Training and skills**

3.26 What practitioners know, plan for, and do matters for children's learning, development, safety, and happiness in settings. Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues. Providers must support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.

Qualifications and training records are requested as part of our Safer Recruitment procedures. Structured interviews are conducted and each candidate scored on their responses to the questions. All practitioners have or will agree to work towards appropriate qualifications, training, skills, knowledge, and a clear understanding of their roles and responsibilities.

Our nursery Induction Policy is regularly reviewed and updated to ensure it includes the latest good practice and EYFS statutory requirements.

All Nursery Staff have an account with, and can access a variety of training through Noodle Now. St Thomas a Becket Nursery are committed to staff Continued Professional Development and pay an annual subscription to this online training provider for all staff members. Staff may access any number of training activities that they choose. At times, the Nursery Manager will request all staff complete a particular training course. This may be due to an identified need within the setting, an area of interest arising from a child or a cohort of children, a new focus arising from local or national information. Noodle Now training reports are accessible through the training provider and are monitored and evaluated by the Nursery Manager.

Nursery also access a variety of training and conference opportunities through ESCC.

### **Supervision of staff**

**3.27** Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching, and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues.

#### **3.28 Supervision should provide opportunities for staff to:**

- Discuss any issues – particularly concerning children’s development or wellbeing, including child protection concerns.
- Identify solutions to address issues as they arise.
- Receive coaching to improve their personal effectiveness.

Termly supervisions are carried out with all staff. The supervisions are structured and each term the following discussions are held:

- Review of progress from the previous term
- Designated focus on a different area/s of safeguarding
- General safeguarding discussion
- Staff wellbeing
- Key Children discussion
- Nursery Improvement input
- Staff training and development – whole team and individual
- Any other matter the staff member may wish to raise.

### **Paediatric First Aid**

**3.29** At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A. PFA training must be renewed every three years and be relevant for people caring for young children and babies.

Taking account of any advice from the LSP or local authority on appropriate training courses. Providers are responsible for identifying and selecting a competent training provider to deliver their PFA training.

3.30 Providers should take into account the number of children, staff, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

3.31 All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting. To continue to be included in the ratio requirement the certificate must be renewed every 3 years.

**3.32** Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

Paediatric First Aid is delivered as a whole staff team inset event. Training is accessed through [Enhance Services](#) who specialise in providing engaging and approved staff First Aid and safety training courses. The 3 year renewed Paediatric First Aid Blended Learning course comprises of an online theory session followed by a full day practical session at nursery.

The First Aid Station is situated in the middle of the nursery and is easily accessible to all staff.

An interim (to whole setting PFA renewal certification) Paediatric First Aid course is sought and accessed for any new staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016, and do not already hold an in-date PFA certification, within three months of starting work. In the unlikely event that we have been unable to access PFA training within these 3 months, staff members are not included in the ratios until they obtain their certificate. Other than our whole team Enhance Training dates, PFA training has been accessed through the local Childminding Network. Practitioners at St Thomas a Becket Nursery who take their PFA qualification through other avenues, go on to join the whole team renewal, whatever the date of their most recent PFA qualification.

### **English language skills**

3.33 Providers must ensure that staff have sufficient understanding and use of English to ensure the well-being of children in their care. For example, settings must be able to:

- Keep records in English.
- Liaise with other agencies in English.
- Summon emergency help.
- Understand instructions. For example, about the safety of medicines or food hygiene.

We follow tried and tested Safer Recruitment structured procedures and ensure we have verified all English, Maths and Early Years qualifications through requesting to see certificates.

## Policy Statement

Our staff and volunteers are the key to our success. On-going training and development is one of the keys to retaining, motivating and helping staff to achieve their potential. It is also a major factor in the continuous growth and development of the children in our care. As a setting we aim to make training, development and learning a way of life. We see professional development as being essential for achieving a flexible, committed, creative and multi-skilled team.

### **The EYFS Statutory Framework – effective 4<sup>th</sup> January 2024, states, we respond:**

3.37 In settings on the early years register, the manager of the setting must hold an approved qualification of level 3 or above and at least half of all other staff must hold at least an approved level 2 qualification.

Our Nursery Manager holds a L3 Diploma in Nursery Nursing.

All Practitioners at St Thomas a Becket Nursery are L2 qualified or above.

We may now and then recruit a 'Nursery Assistant' who wishes to qualify as a practitioner. In this case, we fully support and mentor our Nursery Assistant to achieve their L2 or L3 qualification. We have 'home-grown' a number of staff in this way.

Managers appointed on or after 1 January 2024 must have already achieved a suitable level 2 qualification in maths or must do so within two years of starting in the position. Managers are responsible for ensuring staff have the right level of maths knowledge to effectively deliver the EYFS curriculum.

We follow tried and tested Safer Recruitment structured procedures and ensure we have verified all English, Maths and Early Years qualifications through requesting to see certificates.

Managers should have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience.

Our Nursery Manager holds a L3 Diploma in Nursery Nursing and has over 20 years experience as a Childcare Practitioner, Assistant Manager and now Manager.

The provider must ensure there is a named deputy who, in their judgement, is capable and qualified to take charge in the manager's absence.

Our two Nursery Deputies have L3 qualifications and many years of experience between them.

3.38 To count within the ratios at level 3, staff holding an Early Years Educator qualification must also have achieved a suitable level 2 qualification in English. An approved qualification is defined by the Department for Education as meeting the criteria set out in the Early Years Qualification Requirements and Standards document.

All staff are qualified and hold a suitable qualification in English

All staff have the experience, skills and ability they need to do their jobs.

## **The Nursery Management will:**

- Identify training and development needs of staff
- Draw up individual training and development plans
- Plan whole team training and development
- Encourage peer mentoring by another team member
- Delegate tasks or projects – an excellent way of developing knowledge and skills
- Promote joint working - working alongside a colleague on a specific project
- Support and encourage self-study
- Support job shadowing – essentially observing somebody else at work
- Support requests to visit other settings for specific good practice areas where possible