

ST JOHN'S SUNSHINE PRE-SCHOOL

STAFFING POLICY

At St. John's Sunshine Pre School, we believe in the importance of supporting new and old staff through their own personal development as well as ensuring they feel happy and part of the team. The Pre School know the importance of retaining all their staff for long periods to promote continuity for the children. Staff's commitment and effort is what makes St. John's Pre School the best it can be.

The Pre School will ensure that all staff attend regular training to continue their personal development and maintain qualifications required for the Pre School. The Pre School is committed to the following;

- A full induction
- A regular appraisal
- Regular staff meetings to discuss the Pre School
- Information about training and qualifications.
- Peer observations

Staff induction

This will include the following;

- A tour of the Pre School
- A named mentor that will assist you whilst at the Pre school
- Time to read the Policies and Procedures (these can be emailed to you upon request)
- Shown the fire procedures
- A short discussion with the manager with regard to concerns, training and any questions you may have.

Appraisals

The main purpose of an appraisal is to review the performance of the employee and to gain an insight into what the employee feels has gone well and not so well. The appraisal will also put in to writing any areas the employee would like training in for their personal development within the Pre School. The Manager will complete the appraisals for all staff and either the Chair of Committee or the Deputy will carry out the Manager's appraisal.

Peer observation

These will be carried out throughout each term, employees will be given a colleague to observe during the term. The two staff members will discuss the outcome of the observation after it has been carried out, any areas of development from all peer on peer observations will be discussed at a staff meeting at the end of term.

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Staff meetings

Regular staff meetings will be held. During these the Manager will discuss any concerns, any changes to information, in house training, staff to share information from any training they have attended and to discuss what topics we will be looking at with the children. Staff meetings may contain any other topics seen fit, staff will also be asked if they have anything they wish to say during the meeting.

Along with staff meetings every morning before the children arrive the Manager or Deputy will have a quick chat about the day, and inform staff of any changes or new information.

Training opportunities

St. John's Sunshine Pre School will do our best to support staff through any training they may wish to undertake. All staff are encouraged to attend training to develop their own professional development.

Staff will not be expected to fund any training themselves that is required by the Pre School as there is a budget for staff training.

The Manager will ensure that all staff attend or hold current First Aid certificates, Food Hygiene, Quality and Diversity, Safeguarding Children, Inclusion, Health and Safety. These are all training courses that the Pre School feel are important to the effective running of the Pre School.