GEMS TINEY HOME NURSERY

HOME FROM HOME CHILDCARE

Continual Professional Development Policy

Policy statement

At Gems tiney Home Nursery, we use continual professional development (CPD) to improve children's care, learning, safety and wellbeing. Learning is ongoing and includes formal training, reflection, reading, discussion and putting new knowledge into practice.

Gemma leads professional development and is responsible for ensuring that employed and volunteer assistants are competent for their roles. This policy reflects the current EYFS statutory framework for childminders, tiney requirements and the needs of children attending.

Identifying learning needs

Gemma reviews development needs through reflection, observations of practice, supervision, children's progress, family feedback, incidents, risk assessments and tiney quality assurance advice. Each adult's experience, responsibilities and existing skills are considered.

Priorities may include safeguarding, SEND, communication, sensory needs, emotional regulation, curriculum, assessment, safer sleep, safer eating, allergies, first aid, infection prevention, outings, data protection and leadership.

Goals and essential renewals are recorded in development plans or training records, with review dates. Any tiney-specific training requirements and shorter renewal expectations are checked and followed; this policy does not invent a fixed annual CPD-hours requirement.

Induction and role readiness

Before undertaking responsibilities, assistants receive induction covering safeguarding and child protection, emergency evacuation, health and safety, their role, relevant policies, confidentiality and the children's individual needs. Volunteer assistants receive induction and support appropriate to their duties.

Gemma checks understanding through discussion, observation and supported practice. A certificate alone does not demonstrate competence in every task. Suitability clearance, required training, first aid cover and relevant parental permissions must be in place before an adult provides sole care or takes on a new responsibility.

Training needs arising from a new child's care plan or a specialist task are addressed before that task is undertaken. Where medicine administration requires medical or technical knowledge, appropriate training is obtained.

Safeguarding training

Gemma, as the designated safeguarding lead, attends training meeting the EYFS Annex C criteria. All assistants, including volunteers, are trained in line with those criteria and receive ongoing support and guidance.

Safeguarding training is renewed every two years. Refresher learning is considered during that period and provided sooner when guidance, local procedures, concerns or role changes make it necessary. Any stricter tiney requirements are followed.

Adults must understand how to recognise, record and report concerns, manage allegations and whistleblowing, follow up unexplained absences and act without delay. Updates are discussed and applied rather than simply filed.

Paediatric first aid and other essential competence

Gemma maintains a current full paediatric first aid certificate, renewed every three years, relevant to babies and young children and meeting EYFS Annex A. At least one full paediatric first aider is available on the premises whenever children attend and accompanies outings.

An assistant who may be in sole charge must have the appropriate current paediatric first aid certification. Staffing arrangements are checked against current EYFS and tiney requirements before cover or outings are agreed.

We monitor expiry dates and book renewal early enough to avoid a gap. Food handling, allergy and anaphylaxis awareness, safer sleep, safer eating and emergency procedures are reviewed for the actual responsibilities and children involved. Training and guidance are refreshed when needs or requirements change.

Ways of learning

CPD may include tiney courses, webinars, external training, local authority sessions, professional reading, supervised practice, peer discussion, coaching and reflection on everyday experiences. We use reliable sources and consider whether advice fits our setting and current requirements.

Gemma supports access to relevant development opportunities for assistants and considers practical arrangements so essential learning can be completed. Learning is shared through planning meetings, supervision and relevant practice notes, while protecting family confidentiality.

Supervision and support

Gemma provides appropriate supervision for assistants who have contact with children and families. This offers confidential opportunities to discuss wellbeing and practice, concerns about children or colleagues, and solutions to difficulties.

Supervision includes coaching, feedback, review of development goals and checking how training is being applied. Routine team discussions support this process but do not replace private supervision when a sensitive matter needs attention.

Any gap affecting safe care is addressed promptly through support, training, closer supervision or changes to duties. Safeguarding concerns are escalated under the relevant policy rather than waiting for a supervision meeting.

Applying learning and measuring impact

Following significant learning, we consider what needs to change, who will take action and when it will be reviewed. This may lead to changes in interactions, resources, routines, policies, risk assessments or individual support.

We evaluate impact through observation, reflection, children's experiences and family feedback. We record useful learning and outcomes proportionately, focusing on better practice rather than collecting certificates alone.

Records and review

Training records include the adult's name, date, topic, provider or source, completion evidence, required renewal date and relevant learning or impact. Certificates and

supervision records are stored securely, with confidential information accessible only to authorised people.

Gemma reviews development priorities regularly and checks essential renewals before allocating duties. Evidence is shared with tiney when required and appropriate; relevant first aid certification is available to parents on request.

This policy is reviewed annually or sooner when EYFS or tiney requirements, staffing or children's needs change. References: current EYFS childminder framework, particularly safeguarding training, induction, supervision and paediatric first aid requirements.

Policy owner: Gemma Bayley
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