

The Kingfisher Club Office

Orbit House

22/2b Mill Road Industrial Estate

Linlithgow Bridge

EH49 7SF

Telephone: 01506 846915

**February 2010**

**Policy No. 29**

**Staff Development Strategy.**

**Objective:** The Kingfisher Club aim to equip all staff with the knowledge required to assist them to carry out their duties to a high standard.

**Key Principles:**

1. The Kingfisher Club considers Staff Induction and on going training a crucial part of Staff Development. The contents of the Staff Training Manual are part of our Staff Training Programme, which is delivered by the Club Co-ordinator and Team Leaders.
2. Information and advice on relevant courses and workshops available will be supplied to Staff by the Co-ordinator or Team Leaders.
3. Knowledge and understanding of the Care Inspectorate National standards for early education and childcare up to the age of 16 is essential.
4. Knowledge and understanding of the Code of Practice for Social Service Workers issued by Scottish Social Services Council is essential.
5. Our Staff Terms and Conditions of Employment require employees to:
6. Keep abreast of relevant legislation relating to standards of care for children.
7. Attend meetings and training events as deemed appropriate by the Club Co-ordinator.

Staff meetings are held:

1. Action Plans are agreed.
2. Reviews are held on Club policies and procedures.
3. Minutes are taken at meetings and updates discussed at following meeting.

The Co-ordinator monitors the performance of all Staff. Individual progress plans are used to identify and address any areas of concern.

Staff are encouraged to bring any difficulties they are experiencing to the

Co-ordinator. The Co-ordinator will work with each staff member to ensure they are receiving the support and training needed to overcome any problem areas.