


Learning in Nature CIC & Beccles Forest Schools



Staff Training and Professional Development Policy

Safeguarding and Welfare Requirement:

3.26 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.

This policy was adopted by:	Learning in Nature CIC & Beccles Forest Schools
Date of adoption:	4th August 2025
Date to be reviewed:	4th August 2026
Signed, on behalf of the provider:	
Name of signatory:	Rach Whitwood
Role of signatory:	Co-Director

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Old School House, Barsham, Beccles, Suffolk, NR34 8HA

Company Number: 11747933

Ofsted URN: 2610910 Setting ref: 2610909



Policy Statement

At Beccles Forest Schools, we understand how training and professional development are a central part of exceptional Forest School provision. The daily experience of children in early years and childcare settings depends on all practitioners having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities. As such, we prioritise applicants with relevant qualifications in Early Education and Forest School, and ensure that mandatory CPD is completed by all of our staff on a regular basis.

This policy should be read alongside our [W](#) Induction Policy (August 2026).docx and [W](#) Supervision of Staff Policy (December 2025).docx .

Please see Appendices for the legal framework and definitions upon which this policy is written.

Procedures

We ensure that all staff receive induction training to help them understand their roles and responsibilities. Induction includes information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues.

We support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves. A training need analysis is conducted at both formal and informal supervisions, approximately every six weeks, and at an annual appraisal.

To facilitate the development of staff we:

- Coach, mentor, lead and offer encouragement and support to achieve a high level of morale and motivation
- Promote teamwork through ongoing communication, involvement and a no blame culture to enhance our practice
- Provide opportunities for delegation based on skills and expertise to offer recognition and empower staff
- Encourage staff to contribute ideas for change within the setting and hold regular staff meetings and team meetings to develop these ideas. Regular meetings are also held to discuss strategy, policy and activity planning
- Encourage staff to further their experience and knowledge by attending relevant external training courses
- Encourage staff to pass on their knowledge to those who are less experienced and share knowledge from external training with small groups of staff within the setting
- Provide regular in-house training relevant to the needs of the setting
- Carry out frequent regular supervision with all staff (conversations are held at end of day reflections, and as and when required, and informal meetings are held

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approximately every 6 weeks and formal meetings are held termly for EY staff and annually for later years staff). These provide opportunities for staff to discuss any issues, particularly concerning children's development or well-being, identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness. Staff appraisals are carried out annually where objectives and action plans for staff are set out, while also identifying training needs according to their individual needs.

- Develop a training plan that sets out the aims and intended outcomes of any training, addressing both the qualification and continuous professional development needs of the nursery and individual staff
- Carry out training need-analysis for all individual staff, the team as a whole, and for the setting every six months (we track staff CPD on central record).
- Promote a positive learning culture within the setting.
- Offer team building training.
- Carry out full evaluations of all training events and use these to evaluate the training against the aims set to enable the development of future training programmes to improve effectiveness and staff learning
- Provide inductions to welcome all new staff and assign a manager to coach, mentor and support new staff
- Offer ongoing support and guidance
- Offer varied information sources including membership of local and national organisations, resources, publications, and literature to all staff

Training and Qualifications

Mandatory staff training includes (with certificates achieving a score of at least 80%):

- Food Safety and Hygiene: Online at Suffolk CPD (renewed every 3 years)
- Safeguarding Children: Induction, annual in-house training and also online at Suffolk CPD Groups 2-3 (renewed every 2 years)
- Prevent: Online at GOV.UK (renewed every 2 years)
- Session-specific Induction: including all policies and procedures

Additional staff training for managers and other leaders, where appropriate:

- Designated Safeguarding Lead: Roles and Responsibilities- Online
- SEND- Online
- Paediatric First Aid in an outdoor setting – Online and in person, organised by BFS
- Safer Recruitment- Online

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We ensure that all Early Years Managers hold at least a full and relevant level 3 qualification and at least half of all other staff hold at least a full and relevant level 2 qualification.

We ensure that all managers have at least two years' experience of working in an early year setting or have at least two years' other suitable experience. We ensure there is a named deputy who, in their judgement, is capable and qualified to take charge in the manager's absence.

At least one person who has a current paediatric and outdoor first aid (PFA) certificate is always on the premises and available when children are present and accompanies children on outings. PFA training is renewed every three years and relevant for workers caring for young children in an outdoor setting.

At least one person acting as a Safeguarding Lead, having had the appropriate training, is on site during sessions.

Staff training certificates are stored securely within staff members' files on Basecamp, and tracked on the CPD Central Record.

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Appendices

Appendix 1: Legal Definitions and Frameworks

Department for Education (2024) *Early Years Foundation Stage Statutory Framework for group and school based providers*, Available at

https://assets.publishing.service.gov.uk/media/65aa5e42ed27ca001327b2c7/EYFS_statutory_framework_for_group_and_school_based_providers.pdf (Accessed 4th August 2025)