



Staff Training & Continuing Professional Development Policy

Bijou Day Nursery & Crèche, Cowbridge

Policy owner: Nursery Manager / Rheolwr y Feithrinfa

Version: 2.0

Last reviewed: June 2026 / Mehefin 2026

Next review: June 2027 / Mehefin 2027

Approved by: Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

1. Policy Statement

Bijou Day Nursery & Crèche is committed to the ongoing professional development of all staff. Continuous learning ensures that children receive the highest quality care and education, and that staff feel confident, skilled and valued in their roles.

This policy complies with the National Minimum Standards for Regulated Childcare (Wales) 2016 (Standards 16 & 18); Social Care Wales Qualification and Registration requirements; Curriculum for Wales 2022; CIW Inspection Framework; and the Regulation and Inspection of Social Care (Wales) Act 2016.

2. Induction Training

All new staff, students and volunteers complete a comprehensive induction programme within their first two weeks, covering:

- Safeguarding and child protection (including Wales Safeguarding Procedures)
- Health and safety, fire safety and evacuation procedures
- Key nursery policies (Behaviour, Confidentiality, Camera & Mobile Phone, Code of Conduct)
- Curriculum for Wales and our Montessori-inspired approach
- Equality, diversity and inclusion
- Key person system and settling-in procedures
- Prevent Duty awareness
- First aid awareness (full paediatric first aid within 6 months if not already held)

3. Mandatory Training

All staff maintain up-to-date qualifications and training in the following areas:

TRAINING	FREQUENCY
Safeguarding / Child Protection	Every 2 years (DSP: enhanced, annually refreshed)
Paediatric First Aid (12-hour)	Every 3 years
Fire Safety Awareness	Annually
Food Hygiene (Level 2 minimum)	Every 3 years
Health & Safety	Annually (briefing) / every 3 years (formal)
Prevent Duty	Annually
Manual Handling	Every 3 years
Infection Control	Annually
Allergy & Anaphylaxis	Annually

4. Ongoing CPD

- A nursery training plan is created annually, informed by appraisals, supervision discussions, CIW inspection feedback, and Curriculum for Wales developments
- Staff are encouraged to pursue additional qualifications (e.g. Level 3 to Level 5, degrees, specialist courses)
- In-house training sessions are held regularly on topics such as observation techniques, planning, Welsh language, outdoor learning and behaviour strategies
- Staff attend external training, conferences and network events as appropriate
- Each staff member maintains a CPD log recording all training undertaken

5. Welsh Language Development

In line with our Welsh Language & Culture Policy, all staff are supported to develop their Welsh language skills through courses, resources and daily practice. We utilise programmes such as Mudiad Meithrin, Cymraeg i Blant and the Work Welsh scheme.

6. Training Records

- A central training matrix records all staff qualifications, training dates, expiry dates and planned renewals
- Individual CPD records are maintained in each staff member's file
- Training records are available for review by CIW during inspections

7. Financial Support

Where training supports the nursery's objectives and the individual's role, financial support or time off for study may be provided. This is agreed on a case-by-case basis with the Nursery Manager and Responsible Individual.

Bijou Day Nursery & Crèche

Responsible Individual: Samantha Rennison

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