

# **BEETLEY & DISTRICT PRESCHOOL**

Registered as a Charity Number 1181636

## **RECRUITMENT AND SELECTION OF STAFF, EMPLOYEE AND EMPLOYER RIGHTS AND OBLIGATIONS AND DISCIPLINARY PROCEDURES**

### **TRAINING AND DEVELOPMENT**

We value the work that our team does and understand the need to build on this to meet future challenges and assist us in raising the quality of our provision. To do this we encourage and support all staff members in their professional and personal development.

We want to invest in learning and development to ensure we are:

- fully competent, motivated and professional
- in possession of the knowledge, skills and experience necessary to perform our jobs effectively
- can cope with change
- support the provision's core objectives in respect of quality improvement.

This statement sets out the Preschool's practice and approach to the training and development of its staff.

### **2. OBJECTIVES**

- a. To provide advice, facilities, financial support and opportunities to promote staff training and development within financial constraints.
- b. To ensure the Committee and Preschool Manager/Supervisor understand their responsibility for the training and development of staff under their control.
- c. To ensure staff have the opportunity to keep their skills and knowledge, relevant to the job, up to date.
- d. To assess all employees training needs during Supervision meetings
- e. To encourage staff to take responsibility for their own learning by identifying their own training needs and means of meeting those needs.
- f. To encourage staff to study for appropriate qualifications.
- g. To ensure all staff have a structured induction; the initial induction is over the first 2 weeks and continues for the 3 months of employment.
- h. To ensure all staff receive appropriate Health and Safety, First Aid, Safeguarding and Step On (Behaviour management) training.
- i. Where an employee attends training which is of benefit to colleagues, this should be passed on.
- j. To cascade information gained at courses to benefit all staff as necessary.

### 3. APPROPRIATE TRAINING

<b>Early Years Manager/Supervisor and Deputy</b>
All managers and supervisors must hold: 1. A minimum of a full relevant level 3 (as defined by The Teaching Agency) 2. Basic First Aid 3. Food Hygiene – level 2 4. Child Protection 5. Step on Behaviour management. 6. Any training that has been identified in a Supervision meeting
<b>Early Years Practitioner</b>
Half of all the staff must hold a full and relevant level 2 (as defined by The Teaching Agency). All staff must hold 1. Basic First Aid 2. Food Hygiene – Level 2 3. Child Protection 4. Step on Behaviour management 5. Any training that has been identified in a Supervision meeting

The Preschool will provide financial assistance for the cost of all approved and necessary training. Only approved course fees will be funded and in addition employees will be eligible for a regular hourly rate per hour of attendance. If an employee leaves the Preschool within one academic year of the completion of the training, the total cost of the training will be reclaimed by the Preschool.

Staff wishing to undertake extra training beyond Preschool needs, may apply to the committee for help for funding, where the committee **may decide to pay** the course fee, with 50% on commencement and 50% on successful completion.

An application for training form must be completed and a declaration signed for any courses attended.

### 4. IMPLEMENTATION OF POLICY

#### **Training Policy**

The Training and Development Policy should be reviewed on an annual basis and the philosophy of the Policy should be implemented through the production of an annual Training Plan.

#### **Training Needs**

Training needs are identified jointly by the Committee, the Preschool Manager and the individuals concerned, during induction, supervisions and when new legislation is brought in.

The Committee should ensure:

- a. - staff are aware of their learning objectives and are committed to the training;
- b. - learning is relevant and can be transferred into working practice.

## **Training Plan**

The Training Plan identifies every individual's approved training needs and prioritises them. The priority of the training is determined by the Committee in line with the following criteria:

Priority A (Essential): Training directed to improve the performance of the individual in his/her present job which needs to be done within a limited time scale. This includes training to meet new legislation.

Priority B (Desirable): Training directed to develop staff, to meet the future staffing needs of the Preschool, or training directed to improve the performance of the individual in his/her present job which is not essential.

The Training Plan is prepared by the settings Manager/Supervisor and agreed by the Committee in the context of the budget available on an annual basis and covers the period September to August.

The Training Plan is constantly re-evaluated and revised in the light of:

- a. - new appointments;
- b. - changed individual and Preschool needs;
- c. - feedback following a staff member's attendance on training.

## **5 EVALUATION OF TRAINING**

Staff are to complete an evaluation form after attending a course to establish what they have gained from the course and how it can be applied at work and if any further training on the topic is required. A further evaluation should take place approximately 3 months after the training so that its effectiveness can be monitored and reviewed. All non-course training and development activities should also be discussed.

*Signed:*

*Chairperson:*

*Manager:*

*Date:*

*Date for next Review:*

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## APPLICATION FOR EXTRA TRAINING

Name

.....

Course Title

.....

Course Provider

.....

Duration of Course

.....

Dates/Times of Attendance:.....

.....

Estimated Cost

.....

### DECLARATION

I request that the Preschool provides financial assistance to enable me to attend the above course. I understand that if I fail to complete the course or leave the employment of the Preschool within one academic year of completing the course, I will be required to repay the total cost of the training and agree to do so.

Signed: ..... Date: .....

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### FOR PRESCHOOL USE ONLY

Date application considered by Committee:.....

Training approved  not approved

Signed of behalf of the Committee:

..... (Chairperson)

..... (Secretary)

witness..... (Manager)