

## **Beetley and District Preschool**

Registered Charity: 1181636

## **Training and Development**

### **Statement of Intent**

Beetley & District Preschool is committed to investing in learning and development to ensure staff remain competent, motivated and professional, and to raise the quality of early years provision.

### **Objectives**

- Provide advice, facilities and financial support for training within budget.
- Ensure the Committee, Settings Manager and Deputy Manager understand responsibilities for staff development.
- Ensure staff keep skills and knowledge up to date.
- Identify training needs through supervision.
- Encourage staff to take responsibility for their own learning.
- Support study towards appropriate qualifications.
- Provide structured induction over first 3 months.
- Ensure mandatory training is completed before unsupervised contact with children.
- Cascade learning to colleagues.

### **Appropriate Training**

<b>Role</b>	<b>Mandatory Qualifications &amp; Training</b>
<b>Managers &amp; Deputy Managers</b>	<ul style="list-style-type: none"><li>• Full and relevant Level 3 Early Years qualification (DfE approved)</li><li>• 12-hour Paediatric First Aid certificate</li><li>• Food Safety &amp; Hygiene – Level 2</li><li>• Safeguarding &amp; Child Protection training</li><li>• Any additional training identified through supervision</li></ul>
Early Years Practitioners	At least one member of staff must hold a full and relevant Level 3 early years qualification, and at least

## **Role**

## **Mandatory Qualifications & Training**

half of all other staff must hold a full and relevant Level 2 early years qualification, in order to meet the EYFS qualification requirements for staff ratios.

- All staff must hold:
  - 12-hour Paediatric First Aid
  - Food Safety & Hygiene – Level 2
  - Safeguarding & Child Protection
  - Equality, Diversity, SEND & Inclusion awareness

## **Funding**

Mandatory training is paid at normal hourly rate. Training costs reclaimed proportionately if staff leave within one academic year.

## **Identification of Training Needs**

Training needs are identified collaboratively by the Committee, Setting Manager, Deputy Manager and individual staff members during:

- induction periods,
- supervision and appraisal meetings, and
- when new legislation, statutory guidance or best practice is introduced.

The Committee, Manager and Deputy Manager will ensure that:

- staff clearly understand their learning objectives and are supported to achieve them; and
- training is relevant, effective and can be embedded into everyday practice.

Identified training will be arranged once appropriate cover can be secured. Any training involving significant costs will be discussed with, and must be approved by, the committee in advance.

## **Priority A – Essential**

Training required to meet statutory and safeguarding obligations or to address an immediate performance or compliance need, including training required by changes to legislation or EYFS guidance.

### **Priority B – Desirable**

Training that supports professional development, succession planning or improves performance where there is no immediate statutory requirement.

## **Evaluation of Training**

Following attendance at any training course, staff are required to complete a training evaluation form to identify:

- what they have learned;
- how this learning will be applied within the setting; and
- whether any further development is required.

A follow-up evaluation will take place approximately three months after the training to assess the impact on practice.

Training evaluations will be retained as evidence for supervision, appraisal and Ofsted inspection, and will inform future training planning.

## **Monitoring and Review**

The Training and Development Policy will be reviewed on an annual basis or in response to changes in legislation, statutory guidance or operational need.

- **Policy reviewed on:** 12<sup>th</sup> January 2026
- **Next review due:** 12<sup>th</sup> January 2027
- **Reviewed by:** Hollie Durrant and Julie East

Date:	Review Date:
Signed:	Signed:
Print Name: (Chairperson)	Print Name: (Manager)