

## TRAINING POLICY AND PROCEDURE

### Policy Statement

Longwick Pre-school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The Pre-school Manager is responsible for the identification of training needs in the pre-school and will regularly discuss these with the committee.

### Induction Training

The pre-school will ensure that all staff receive induction training that covers their roles and responsibilities, information on emergency evacuation procedures, safeguarding, child protection, the Equality of Opportunities policy and health & safety issues.

### Professional Development

Staff will attend half termly supervisions with the manager.

For the manager, one –to-ones will be offered at 6 weekly intervals with the committee chair.

Staff will attend annual appraisals to discuss their professional development.

All staff have a Personal Development Plan.

### Training Courses

- Details of all training courses, seminars and workshops attended by individuals are to be cascaded and discussed with all staff regularly.
- Staff who attend training courses will fill in a feedback sheet.
- All paid staff attend paediatric first aid training every three years as a statutory requirement.
- The pre-school will ensure that all staff understand the Safeguarding policy and procedures and that they have up to date knowledge of safeguarding issues. Refresher training will occur during staff meetings.
- Relevant safeguarding training will be made available to all staff.
- Staff will be required to attend at least one internal training session a year.
- Staff will apply for their training via the pre-school training application form, following discussion with the Pre-school Manager.

### The Training Budget

The Training Budget is to cover training costs, including wages associated with attending training courses and any potential travel costs.

All staff who attend a training course will cascade relevant information to all staff during a staff meeting or before if pertinent.

Staff must sign a training funding agreement form prior to receiving their training agreement for courses that require a more significant time and financial commitment than a standard one day course (e.g., NVQ).

If a staff member leaves the pre-school before they complete their training, the circumstances will be reviewed and they may be asked to repay the bursary/cost and this will be at the discretion of the Committee/Manager. If a worker leaves the pre-school within two years of completing training which requires a funding agreement, they will need to pay back the cost of the training to the pre-school including any bursary. The first instalment will be taken from the staff member's final salary.

### **Staff Qualification Levels**

The Manager will hold at least a full and relevant level 3 qualification and at least two years experience of working in an early years setting.

The pre-school will ensure there is a named Deputy Manager who is capable and qualified to take charge in the Manager's absence.

All supervisors will have the appropriate qualifications, experience, skills and ability required for the role, with ideally two years experience in accordance with EYFS guidance.

At least half of all other staff will hold a minimum of a full and relevant level 2 qualification.

***Date Policy Implemented***     *July 2017*

***Signed***     *Alex Barter*

***Name and Role***     *Alex Barter, Committee Management Chair*

***Date of Last Review***     *November 2022*

***Date of Next Review***     *November 2023*