

Staff Training Policy

Statement of intent

At Pre-School we are committed to providing on-going training and professional development for all staff at an appropriate level, so as to ensure staff have the skills, knowledge and understanding to meet the needs of the children, ensure the quality of the provision and retain individuals.

Aims

- To help every member of staff achieve their potential.
- To provide quality training to meet Individual and Setting needs.
- To monitor and evaluate the effectiveness of the policy, plans and training.

Methods

- Every practitioner is given a job description outlining their roles and responsibilities.
- Termly staff meetings are held where time is allocated for training and disseminating information about courses.
- Regular staff appraisals are carried out to identify the training and development of staff and a training plan is created for each member of staff.
- A yearly Action Plan is formulated which sets out the training and development needs of the setting. A proportion of the budget is allocated to training.
- Each member of staff is responsible for evaluating the actual impact of their training on practice. This is discussed with the manager and used to evaluate the quality of provision.
- Each member of staff is given in-service training on Child Protection/ Safeguarding children once a year.
- Staff members can request an area of training, which maybe suitable for all staff to train together, as in-service.