

Staff Training Policy

It is our policy that all staff will have access to ongoing in-service training, to keep them up to date and to develop their childcare and education skills.

Procedures:

- Induction training: all newly appointed staff/students/volunteers are provided with the basic information they need to settle into the job; this includes health and safety, child protection procedures, conditions of employment, policies and procedures

- External training and attendance at conferences/workshops/seminars is supported

- At staff meetings, staff are given the opportunity to feed back the information from the conference/workshop/seminar they attended.

- A training needs analysis is carried out and reviewed on a regular basis, to establish what type of training is required, and if it is relevant to the work, individual and service.