Staff Training Policy

Sample Policy Statement
NAME OF SERVICE is committed to the on-going training and development of all staff. Continued professional learning is important for both the quality of the service and staff job satisfaction.

Principle
This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016.

Rationale
Supporting your staff’s professional development will help you retain and motivate staff, ensuring that you have a strong, effective team helping you provide a quality service. You should consider the types of training and development you will support. Job specific training will improve an employee’s skills and competencies to meet the requirements of the current position. Educational development offers an employee an opportunity to undertake a course through a credited institution. Career development will help your employees build skills in preparation for future positions. It is important to consider what supports you can provide and whether you can support either formal or informal training. For example, consider whether you can provide financial support, study leave or on-the-job training.

Sample Procedure

Induction Training
- Each new employee will be provided with a mentor/colleague for the induction period, who will provide on-site support around implementing the services policies and procedures and general queries.
- Each new employee will receive a copy of the Staff Handbook.
- A signed record of the Induction Process will be maintained.
- Opportunities for Training in Child Protection, Manual Handling and First Aid will be made available to all staff.
- In line with the setting’s supervision policy all staff and unpaid workers will have regular meetings with their supervisor to identify and address their training needs.
- The management team will undertake a training needs analysis to identify gaps that need to be filled. This analysis will be reviewed on a regular basis, to establish what type of training is required, and if it is relevant to the work, the staff and the service.

On Going Training Policy
- The minimum qualifications and training required by the Regulations must be completed before taking up the relevant position.
- The childcare service will encourage staff to take advantage of training opportunities that are relevant to staff development and to the benefit of the service.
- Opportunities for training and/or promotion will be based on the requirements of the job.
- External training and attendance at conferences/workshops/seminars is encouraged and supported.
- Financial assistance with the cost of training or time off to facilitate participation (with or without pay) may be offered at the discretion of the service.
- The childcare service will provide opportunities for internal training, for example staff meetings, workshops, etc.
- Particular skills training, to fit in with the nature of the organisation will be provided as necessary.
- Good practice in training requires that a record of training needs, training provided is maintained.
Support & Supervision of Staff

- Both manager and staff will carry out regular support and supervision meetings where any issues arising in the workplace can be addressed in a timely and supportive manner.
- Staff will be encouraged to put forward new ideas, make suggestions for changes or to request additional training.
- The Manager/Supervisor will keep a brief written record of these regular meetings on the personnel file of each staff member, these notes will be signed by both parties.
- Actions arising from Support & Supervision meetings will be reviewed at the next meeting.
- A Review will take place at the end of each staff member’s probationary period and thereafter annually.
- The Annual review is carried out for the purpose of giving the employee feedback of the work of the year, provide support for staff in their role, provide opportunities to discuss ideas and concerns and plan objectives for the year ahead.
- Records of the Annual Review will be kept confidential to the Manager/Supervisor except in cases of formal disciplinary or grievances or with the joint agreement of both parties.

Other relevant policies:
- Recruitment policy
- Supervision policy
- Policy on staff absence

Person Responsible: ____________________________

Date implemented: ____________________________

Signed by: ____________________________ On behalf of Management
(Manager, Owner, Chairperson)

Review Date: ____________________________

Please note this is a guide to a policy and procedure. It is not meant to be directly copied and it is highly recommended that all members develop documents specific to their service and needs. This is not an exhaustive list and there may be other essentials required.