



Training Policy

Safeguarding and Welfare Requirement: Staff Qualifications, Training, Support and Skills

Providers must ensure all staff receive appropriate training to help them understand their roles and responsibilities.

Policy Statement

Continuous staff development is an important requirement of the Early Years Foundation Stage, and within the pre-school team. It is a requirement of staff employed at the pre-school to attend training courses as part of their role. The following policy is to outline arrangement for pay and other expenses.

Procedures

1. All staff are expect to attend mandatory training courses both in and out of pre-school hours. The Pre-School Leader and committee will make every effort to ensure courses are run locally and within working days, however occasional evening or weekend attendance may be necessary.
2. Staff members not prepared to attend essential or mandatory courses are considered to be in breach of their employment contract.
3. If a course is held within the local area, staff are expected to make themselves available so as not to incur additional costs and delays to attend another area.
4. A course considered essential to the staff members role will be paid as follows –
 - During normal pre-school session and if on rota, normal wage will be paid
 - During evening/weekend staff can be offered time off in lieu, or if this is not possible, paid additional wages
 - Travel and parking expenses will be refunded; receipts must be attached to monthly time sheet.
5. A course considered optional and of benefit to the staff member will not normally be considered for payment of wages unless by agreement with Leader and / or Chairperson, unless attendance is requested by the Leader and / or Chairperson. No travel or parking expenses will be refunded.

This policy is reviewed annually, or as deemed necessary.

Policy reviewed and updated.....(date) Signed.....