



Staff Training and Development Policy and Procedure

Policy Statement:

Little Acorns and Acorns After School is committed to the on-going training and development of all staff employed within the service. It is our intention to ensure all staff are fully qualified to be employed in our Service. Staff are also expected to engage in ongoing training programmes. Staff are expected to hold the relevant qualifications and be trained in all other mandatory training. Continued professional development and training 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 all 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. Little Acorns and Acorns After School 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 an accredited 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.

Procedure: Induction Training

- Each new employee starting at Little Acorns and Acorns After School 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.



- To clarify the service's Statement of Purpose and Function during training.
- Each new employee will receive a copy of the Staff Handbook.
- A signed record of the Induction Process will be maintained.
- To familiarise them with the service's Safety Statement, with the service's Child Safeguarding Statement.
- Opportunities for Training in Child Protection, Manual Handling and First Aid will be made available to all staff employed at Little Acorns and Acorns After School.
- To familiarise them with the service's essential policies, procedures, routines and approach to quality and to the service's organisational structure.
- 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.
- The induction programme will be reviewed on a regular basis to ensure it is still meeting the needs of new staff members and the service overall and will be amended if needed.

On Going Training Policy:

- The minimum qualifications and training required by the Regulations must be completed before taking up the relevant position.
- Little Acorns and Acorns After School 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 (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 in 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.
- The Service pays for the staff to do mandatory certification in Children First, First Aid Responder Training, Food Handling, Manual Handling and Fire Safety.
- All training will be recorded on the staff member's individual training record Legislative Responsibilities: Training is organised as required by legislation (Manual Handling, First Aid, Fire Safety etc....).

Our commitment to each employee is to:

- Is to create an environment where training and development is genuinely valued.
- To identify staff training needs and address the same.
- Put in place processes to assist in conducting training and development activities, and to monitor the effectiveness of these processes.
- Invest in training and development.
- Plan and review training and development activities at all levels in the organisation.
- Share with the employees the progress of their training and development activities, what has worked, the business benefits, where improvements are needed and so on.
- Continue to improve and develop our training resources so that they actively support the employees as well as the business.

Support and 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 and supervision meetings will be reviewed at the next meeting.
- 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.

Confirmation of Receipt of Policies by Staff (from Tusla (2018) Developing Policies, Procedures and Statements in Early Childhood Education and Care Services - A Practical Guide) As part of the induction process and for existing staff, each staff member having been provided with a full set of the Child Care Policies is required to complete and return to Management the Receipt of Policies by Staff Members which is contained. Staffing Information in respect of staff meetings and training Training Records Training Records will be held on the employee's staff file and are kept on file.

A handwritten signature in black ink, appearing to read 'E. Beery', written over a horizontal line.

Managers Signature:

Date implemented: 20/07/2023