



## **STAFF TRAINING POLICY**

Woodcroft Pre-School and Wrap Around Care believes that staff training is very important. The Pre-School will provide all staff with the opportunity to gain new knowledge and qualifications as well as updating their existing skills. Training will either be in house or provided by outside organisations.

Our policy specifies that:

- The Pre-School will pay a subscription to a training provider which is approved.
- The Manager/Deputy will constantly review the situation, noting if there is a shortfall in the training, either as a group or individually.
- All staff members are to update their training when required as stated by the Manager/Deputy.
- The Manager/Deputy will draw up an action plan, detailing who should go for training, what course, when and where it is and how much it costs.
- The Manager /Deputy is responsible for over seeing and organising training courses for the staff.
- Bursaries will be applied for by the Manager/Deputy.
- The Pre-School will pay for short courses, (for any course books that are received or given within the training will become the Pre-School property), for the staff's time and, if the management committee thinks necessary, for travel.
- If a staff member wishes to attend a particular course the Management Committee will listen to their case and make a decision accordingly.
- If in house training is to be provided the Manager/Deputy will decide which staff member will give the training and the support that member of staff to do so. The Pre-School will pay for time allocated for in-house training outside normal working hours if arranged in advance.
- All staff members are to train to levels required by the EYE Funding Department to maintain grant funded children.
- All staff members are to be first aid trained.
- All staff members are to attend 4 days training on curriculum guidance Foundation stage.
- All staff members are to attend food hygiene courses this can be done on line.

The policy adopted October 2019, signed

Director

Company Secretary

Woodcroft Pre-School and Wrap Around Care