



## **Staff Training Policy and Procedure**

We recognise the importance of training for all our staff to achieve the high standards we set for childcare at School's Out Henleaze. Training will be used as a staff development tool to improve practice and teamwork so staff can demonstrate the quality of their service. It will enable the setting to be more efficient and effective.

School's Out Henleaze is committed to equality of opportunity in our recruitment and employment practices. No applicant, employee or trainee will be treated less favourably than another. We recognise that training can play an important part in achieving this commitment and believe there are many benefits in having highly trained staff.

### **Training Needs Analysis**

We will consider the training needs of each member of staff: on appointment and during regular support and supervision sessions/annual appraisals. The key criteria will be:

1. our legal responsibilities
2. meeting the needs of the service
3. budgetary provision for such training
4. the further development of the service
5. The continuing professional development needs (and aspirations) of the individual.

Where any of these criteria are in conflict, they should be taken in descending order of priority.

All costs incurred with business critical training (those courses essential for School's Out Henleaze to meet its legal requirements i.e. Child protection, food hygiene, Paediatric First Aid) will be met by the organisation within reason. This includes course costs and staff time to attend. However, School's Out Henleaze requires all staff/volunteers to consider how to keep costs down, especially if cover staff are required in their absence (i.e. attendance at weekend/evenings etc so additional staff are not required).

Time in lieu is not normally available as an option for reimbursement of time spent attending training. The Manager, or individual staff member may request an interim training needs analysis at any time. All staff to submit agreed additional hours spent at training promptly on their timesheets.

Training needs will be looked at as part of the induction for each new staff member and repeated at the end of their probationary period and at support and supervision sessions from there on. Key documents used in the consideration of training needs will be the:

- Job description – details of the staff member's duties and responsibilities
- Person specification – details of the attributes required to carry out the staff member's role.



Where the individual's continuing professional development is the major factor in seeking training, payment for course costs/staff time will not normally be considered. Please note that only costs agreed in advance will be considered for reimbursement and that not all requests may be granted.

Where School's Out Henleaze has agreed to support a training request, all training costs incurred will be considered for reimbursement eg. Fees, staff time, travel costs. Whilst we hope to meet all such costs, the setting's financial position will be a significant factor in deciding what support can be provided.

**School's Out Henleaze Will:**

- Set an annual budget for training.
- Report to the committee any training that has been identified as part of support and supervisions that has been refused or deferred for budgetary reasons.
- Monitor and evaluate the effectiveness of induction, training and development programmes with a view to continued improvement.
- Consider training needs as an integral part of the review of all policies.