

Professional Learning & Training Policy

Askea Community Childcare Centre is committed to the on-going training and development of staff. Continued professional learning is important for both the quality of Askea Community Childcare Centre and staff job satisfaction.

Principle of Professional Learning & Training

This policy is underpinned by the Child Care Act 1991 (Early Years Services) Regulations 2016, Regulations 9 & 10; Child Care Act 1991 (Registration of School Age Services) Regulations 2018; The Childcare Act 1991 (Early Years Services)(Amendment) Regulations 2016

Procedure for Professional Learning & 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 should receive a copy of the staff Handbook. Disciplinary and Grievance policies and procedures form part of the Staff Handbook
- A signed record of the Induction Process should be maintained

Ongoing Training Policy

- Askea Community Childcare Centre will encourage staff to take advantage of such training opportunities as are relevant to staff development and to the benefit of the service
- External training and attendance at conferences/workshops/seminars is encouraged and supported
- Financial assistance with cost of training or time off to facilitate participation (with or without pay) may be offered at the discretion of the service
- Askea Community Childcare Centre will provide opportunities for internal training, for example staff meetings, workshops, etc.
- Opportunities for Training in Child Protection, Manual Handling and First Aid will be made available to all staff
- A training needs analysis is carried out to identify gaps that need to be filled and 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
- 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 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
- A Review will take place at the end of every staff member's probationary period and thereafter annually

- An Annual Appraisal is carried out for the purpose of giving the employee feedback of 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 Appraisal will be kept confidential to the Manager/Supervisor except in cases of formal disciplinary or grievances or with the joint agreement of both parties

Who Must Observe This Policy:

This policy must be observed by the Committee of Management, Managers and all Staff members.