

Little Ducklings Pre-School

Training Policy

Issue H

Training Policy

It is the aim of Little Ducklings to provide high quality education for young children in a safe, stimulating and caring environment. It is therefore necessary that all staff should have the appropriate experience, skills and ability in order to do their job well.

We will actively support our staff in gaining and maintaining these skills through appropriate training in order to:

- Develop and maintain a high quality team, where each member can contribute effectively and with confidence to the care and education of the children.
- Ensure a high level of job satisfaction for each team member by encouraging their personal development in the area of childcare.
- Develop areas of expertise within the team, which will facilitate future in-house training and continually improve the standard of care and education in the Pre-School.
- Increase the level of formal qualifications of team members in order to meet the above objectives, and also to ensure that we have enough suitably qualified staff to meet the requirements our registration with Ofsted.

We understand that Continuous Professional Development (CPD) is the way in which we keep our knowledge, skills and working practices up to date. It can include any or all of the following activities:

- Attending conferences, workshops and courses.
- Going on Qualification courses.
- Attending staff meetings and setting-based training.
- Visiting other Pre-School settings.
- Shadowing or working alongside another member of staff.
- Networking with other professionals
- Online training.

A Training Plan will be created and reviewed annually by the Pre-School Manager. The plan will show the training required, why it is required, the benefits to the staff / Pre-School and when the training is required. The Training Plan will show the training priorities for the coming year and should be agreed by the Chairperson.

Each member of staff will have an annual Staff Performance Review, and this is an important way in which future training needs can be discussed and specific training priorities highlighted in accordance to the staff members development and Business needs.

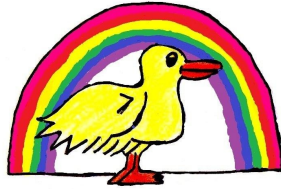
The Committee agrees to pay staff for any essential courses. This shall be decided by the Committee and Pre-School Manager.

Little Ducklings

Holbein Close, Basingstoke, RG21 3EX.

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Ofsted Registration: EY424761 Charity Registration: 1132767



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Signed on behalf of Little Ducklings Pre-School: _____

Position: _____

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