

Training Policy

We recognise the importance of training for all our staff to achieve the high standards we set for childcare at Gen. Anders Polish Saturday School in Bristol. Training will be used as a staff development tool to improve working ethos, practice and teamwork so staff can demonstrate the quality of their service. It will enable the setting to be more efficient and effective. Parents and carers will be able to make an informed decision and select the setting with confidence knowing that staff are fully trained. Furthermore, in our Recruitment & Selection Policy we state: -

“We are committed to equality of opportunity in our recruitment and employment practices. We aim to ensure that employment and progression are determined solely by objective criteria and personal merit. No job or trainee 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. Therefore we will follow the following principles:

Training needs analysis – We will consider the training needs of each member of staff: on appointment, at their 6-week review and thereafter, during regular 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.

Reviewing the policy – This policy, and its implementation, will be reviewed annually or earlier if appropriate to ensure that individuals are

trained and promoted on the basis of their abilities, merits and the requirements of the job. At least one training per academic year.

Training Procedure – For each member of staff we will follow this procedure in the context of the above policy:

- Our commitment to training will be emphasised as part of the recruitment & selection process.
- A training needs analysis will be conducted as part of the induction for each new staff member and will be repeated at their 6-week review. 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.
- The Manager will lead the training analysis at the review. Additional staff or management may be included in consultation with, or at the request of the new staff member involved.
- All training costs incurred by the member of staff will be considered for reimbursement eg. course fees, staff time, travel costs and childcare. 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. Where the individual's continuing professional development is the major factor in seeking training, payment for staff time will not normally be considered. Please note that only costs agreed in advance will be considered for reimbursement.
- The Manager, or individual staff member may request an interim training needs analysis at any time.

The organisation will:

- Set an annual budget for training.
- Report to the organisation any training that has been identified as part of training needs analysis 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.