

Staff Training Policy

Seed to tree child care is committed to the ongoing training and development of all the staff. Continued professional learning is important for both the quality of the service and staff job satisfaction.

Principle

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and Tusla's Quality Regulatory Framework.

The service is committed to providing excellent care and education to all our children. We are also committed to training and developing of staff.

Staff are expected to engage in ongoing education & training programmes and adhere to the Childcare Act 1991 (Early Years services) Regulations 2016 qualification requirement. All staff are expected to hold qualifications required by law or required by any funding scheme (e.g., ECCE scheme)

All qualifications will be validated. Employees are expected to submit original copies of qualifications for validation. Records are kept.

Induction 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 will receive a copy of the Staff Handbook.
- A signed record of the Induction Process will be maintained.
- Opportunities for Training in Child Protection, Manual Handling and First Aid will be made available to all staff.
- In line with the setting's supervision policy all staff and unpaid workers will have regular meetings with their supervisor to identify and address their training need.
- The management team will undertake a training needs analysis to identify gaps that need to be filled. This analysis will be 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.
- The induction process is tailored to the needs of each individual new staff member, student or volunteer and the length of an induction period will depend on the experience, qualifications and role of the new staff member.

- The induction training is carried out before the staff member commences work directly with children.
- The manager is responsible for assessing each new staff member's learning outcomes from the induction process through observation, feedback and reflection.
- The induction programme will be reviewed on a regular basis to ensure it is still meeting the needs of new staff members and the service overall and will be amended if needed.

On Going Training Policy

- The minimum qualifications and training required by the 2016 Regulations must be completed before taking up the relevant position.
- The childcare service will encourage staff to take advantage of training opportunities that are relevant to staff development and to the benefit of the service.
- Opportunities for training and/or promotion will be based on the requirements of the job.
- External training and attendance at conferences/workshops/seminars is encouraged and supported.
- Financial assistance with the cost of training or time off to facilitate participation (with or without pay) **may** be offered at the discretion of the service.
- The childcare service will provide opportunities for internal training, for example staff meetings, workshops, etc.
- Particular skills training, to fit in with the nature of the organization will be provided as necessary.
- Good practice in training requires that a record of training needs, training provided is maintained.

Support & 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 & Supervision meetings will be reviewed at the next meeting.
- A Review will take place at the end of each staff member's probationary period and thereafter annually.
- The Annual review is carried out for the purpose of giving the employee feedback of the 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 Review will be kept confidential to the Manager/Supervisor except in cases of formal disciplinary or grievances or with the joint agreement of both parties.

Practice Reviews

Management of the service through observation, consultation and meetings will identify the training needs of the staff team.

Records and record keeping

Training records for all staff members will be maintained by the service subject to General Data Protection (GDPR) requirements. Records of Certified/Accredited training are held on each staff members file.

Our commitment to each employee is to:

- Create an environment where training and development is genuinely valued.
- Put in place processes to assist in conducting training and development activities, and to monitor the effectiveness of these processes.
- Invest in training and development.
- Plan and review training and development activities at all levels in the organization.
- Share with the employees the progress of their training and development activities, what has worked, the business benefits, where improvements are needed and so on.
- Continue to improve and develop our training resources so that they actively support the employees as well as the business.

The service wants each employee to:

- Take responsibility for their own training and development.
- Recognise and meet their full potential.
- Perceive training and development as a continuous process.
- Understand that development means more than just attending training courses.
- Realise the importance of ensuring that training and development is aligned with the needs of the setting.

Last Review Date of this policy: 11-July-2024

Signed: Pooja Patidar

Date: 11-Jul-2024

Name: Pooja Patidar

Person responsible for approving the Policy.