

BRANSTON PRE-SCHOOL CENTRE

INDUCTION AND TRAINING POLICY

Staff at Branston Pre-School are our most valuable resource, it is through their commitment and dedication that the children gain so much more than just preschool academia. We therefore are committed to providing good training and development opportunities for the staff so that they are able to perform their roles efficiently and effectively and keep up to date with current educational developments for preschool children.

At Branston Pre-School we recognise that regular training and monitoring of professional development is important for all staff. Staff development and training is vital because it allows staff to keep up to date with current thinking and practice about both play and child development issues. Additionally, well-trained and motivated staff makes the Pre-School a better place to meet the needs of its children.

Branston Pre-School is committed to providing staff with the following: -

- A full induction process
- A regular system of appraisals
- An up to date record of staff qualifications and training.

This will help to ensure that staff development needs are being met and that staff training and qualifications are meeting the requirements of the preschool and Welfare Requirements.

Staff Induction's

New members of staff will be issued with a job description and a copy of the setting's policies and procedures. Staff will also undergo an induction process during the first month of their employment.

Staff Appraisals and supervision

The main objective of Branston Pre-School's appraisal system is to review employees' performance and potential and to identify suitable and appropriate training and development needs.

Supervisions take place at the end of each term alongside appraisals which form part of annual meeting between staff and the Manager and the committee. They will be used to identify current knowledge, skills, areas for future

development and potential training needs. (Please see our separate supervision policy.)

Staff Meetings

General staff meetings are held weekly, on a Friday afternoon alongside a monthly meeting on the first Wednesday of each month

Training Opportunities

The preschool will do all it can to support staff who are working towards improving their qualifications and training experiences. All staff are encouraged to take up training opportunities to expand their professional development and ensure an up to date knowledge of childcare issues.

It is the responsibility of the Manager and individual staff member to identify suitable training courses for staff. Support will be given to help staff overcome any barriers to accessing such training. Staff will be expected to attend training courses and update skills as and when requested by the Manager/supervisor.

Specific training courses in Equal Opportunities, Safeguarding Children, Special Educational Needs and First Aid, should always be attended by staff when requested. It is the Manager's responsibility to ensure that staff are kept up-to-date with recent legislation and are suitably enrolled on any courses that are necessary to fulfil the preschool's legal responsibilities