
Staff Training Policy

Policy Area	Staff Training Policy
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STAFF TRAINING POLICY

It is the policy of torc.CFRC that all staff will have access to ongoing in-service training, to keep them up to date on current childcare practices and to develop their childcare and educational skills.

On-going Training Procedures:

- Bi-monthly pod meetings are held with staff and supervisors and are used to discuss operational issues and also to encourage and to provide a mechanism for sharing of learning and ideas for the improvement of the quality of the service offered to the children and their families.
- External training and attendance at courses, workshops, conferences are encouraged and supported.
- torc.CFRC encourages all staff to take advantage of training provided by childcare organisations that are relevant to staff development and to the benefit of the centre.
- Financial assistance with the cost of the training or time off for exams to facilitate participation may be offered at the discretion of the centre and in line with allocated annual budgets.
- Staff training needs analysis is carried out and reviewed on a regular basis to establish what training needs to be met.
- Particular skills training, to fit in with the nature of the organisation will be provided as necessary.
- Management when required will choose particular staff to attend particular training if deemed necessary for the development of a standard and to further develop the service offering at this centre.
- It is always desirable and encouraged that staff who attend training externally will return to the centre and disseminate the learning from such courses to the greater body of staff.
- Internal training programmes will also be generated by the manager and team to ensure that Torc.CFRC maintains and surpasses the required standards in childcare.
- E learning courses will be utilised as and when appropriate.
- torc.CFRC may utilise a Standards & Development officer (Internal or external) to ensure that education is afforded to all ensuring a quality of standards across the service.

Initiatives:

- Through our regular pod, general staff, and committee meetings as well as regular support & supervision sessions, assisted by management is the forum 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.
- Staff appraisals are carried out, in general every two years.

Support & Supervision:

All staff members will part-take in a support & supervision with a senior member of staff. This is an opportunity for the staff member to express what they feel is going well and not

so well in their job. Interventions and supports as well as progressions will be agreed by both parties. These sessions normally occur twice annually.

Standards & Development Manager

- These sessions ensure that standards are maintained or grown, torc.CFRC has a Standards & Development Manager. This role will provide ongoing training on existing areas and also new areas that are of consideration to torc.CFRC.

Continuous Professional Development (CPD)

- It is the intention of this organisation to commit to any structured external CPD programmes as they become available, for the developed of our body of staff.

Review

This policy will be reviewed every three years or sooner if required.

Revision No.	Approval Date	Document Reference and Changes Made	Name