**Training Policy**

**Policy Statement**

Kinnegad Community Childcare CLG aims to have a learning environment supporting individual and team development. Staff have access to ongoing training and development opportunities preparing them for both existing and future roles and responsibilities, helping them to reach their full potential thereby enhancing the quality of our service.

This policy has been created having regard to Child Care Act 1991(Early Years Services) Regulations 2016.

All new management committee members are provided with appropriate induction on joining the committee.

All staff members regardless of age, grade, gender, ability, or ethnic background must undertake training on a continuous basis to further develop their knowledge in all areas of child development.

A planned set approach is taken to induction for new staff members to ensure consistent and accurate communication about the policies, procedures, statements and operations of the service. Students work under the supervision of appropriately qualified and experienced staff members at all times.

When policies are updated, amended or a new policy added, staff members are given time to ensure familiarity with the most up to date service policies.

**Procedure**

* Manager or supervisor will carry out an induction with the new employee and at the end an induction form will be signed by both parties.
* Each new member will familiarize themselves with the center’s policies, practices, ethos and culture. They will be given a copy of the staff handbook, asked to read it, sign the back sheet and return to the manager/supervisor- a copy of the grievance and disciplinary policy are included in the staff handbook.
* New members of staff are then taken on a tour of the building and introduced to other staff members.
* On an ongoing basis all staff members are required to undertake certain training which is necessary for the efficient and effective running of the service e.g. First aid, Fire safety, manual handling and child protection.
* There is an equality of access and opportunity to attend learning and development events for all staff and they are encouraged to further their knowledge and training through our access to various training portals that update us regularly on their courses e.g. Barnardos, Early Childhood Ireland, National Children’s Network, Canavan and Byrne and Responsive Training (First aid and manual handling). As part of our Core funding agreement, all staff must take part in CPD training during the year and show evidence of implementation.

Staff are also encouraged to undertake other training or activities which would aid their personal or professional development e.g. Lamh, Hannen, yoga, mindfulness etc.

* Resources are provided for training i.e. staff have access to online courses and during work time if needed and we have a fully stocked resource library. Staff also have access to training events and are given time off to attend these. All applications for study leave are considered by the Manager and may only be approved after taking into account both the service needs and the budget. Our Board of Management are very proactive in encouraging training to degree level and there is financial support for it. Financial support is also provided for our mandatory training.
* All staff training records are kept up to date in the training folder in the Supervisors office. Individual accredited training is kept in each staff members individual file in the Regulation 16 folder which is kept in the Managers office.

**Support and Supervision**

* An annual appraisal is carried out yearly in May with every member of staff with the purpose of giving the employee feedback on their performance over the year, formally reviewing their practice and training needs, providing ongoing support and an opportunity to discuss aims and objectives for the year ahead.
* Management and staff have support and supervision meetings in September and January where any issues can be discussed in a supportive manner.
* Staff are encouraged to suggest new ideas for their workplace or changes that they may like to see or specific training that they may require e.g. behaviour workshops etc.
* Management will keep a written record of these meetings on each staff members personal file and it will be signed by both parties.
* Management team will discuss the outcome of both appraisal and support and supervision meetings and needs will be met as much as possible.
* Records of both the annual appraisal and support and supervision will be kept on each employees individual file.

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