

**Training Policy**

**Reviewed November 2024**

**Statement of Intent**

We recognise the importance of training for all our staff to achieve the high standards we set for childcare at Brislington Village Pre-school

**Aims**

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 the staff are fully trained.

**Methods**

We will consider the training needs of each member of staff on appointment and thereafter, during regular supervision/appraisals or when the need arises.

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.

Staff will be paid for any extra hours that they work beyond their normal hours for any training that is required by the setting.

If staff wish to do training for their personal development that won’t necessarily benefit the setting, then payment for additional hours or time off in lieu is at the discretion of the Director or Manager.

This policy was adopted on the 1st September 2015

Reviewed November 2024

Although under constant review, an overall review date has been set for **September 2025**