



FOREST ROW COMMUNITY PRE-SCHOOL **29 PROCEDURE FOR STAFF TRAINING**

Requirement

Forest Row Community Pre-school's policy is to encourage new and existing staff to take up suitable training courses in order to meet the standard of a minimum of 50 per cent qualified staff at each session. The pre-school has an ongoing commitment to take advantage of courses run by the EYDCP and the PLA.

Regular staff appraisals are carried out to identify the training needs of staff and an action plan for training development is devised from these to ensure these needs are met.

How and Who to do it

Forest Row Community Pre-school requires the Supervisor to possess the necessary Level 3 Qualification in Childcare. The Deputy should also have a Level 3 Qualification or be working towards one.

The other assistants should be encouraged to train for childcare qualifications, in order to maintain minimum 50 per cent trained staff in the event of the absence of the Supervisor or Deputy. (Pre-school operates a policy of 1 adult to 6 children).

Induction training is provided for new staff to help them understand how the pre-school operates and their role within it (e.g. evacuation procedures, and child protection and health and safety issues).

All the assistants and regular volunteers are experienced child-carers who have been police checked. In addition we hope that a parent helper/volunteer is present at each session.

Contingency Arrangements

Emergencies – for example when it is not possible to cover the absence of regular staff with the emergency cover staff or when or when during a session an incident occurs that one of the staff has to leave pre-school.

Should the supervisor or deputy be absent, and staffing fall below the minimum 50 per cent qualified staff ratio, the supervisor or registered person will contact any other assistant/s who has been or is working towards a qualification and ask them to be the supervisory person in charge. The Supervisor or registered person will also ensure there are enough additional assistants to meet the necessary trained and adult: child ratio, drawing on bank staff and police/Ofsted checked committee members where necessary.

Generally committee members and helping mums/dads/carers will not be included in the normal staffing ratios. However, as they are regular volunteers, in an emergency they will be included in the normal staffing ratio.

Forest Row Community Pre-school is a registered charity no. 1133515

For current staff training refer to the Action Plan Table.

Date Prepared	Date Reviewed	Next Review
	April 2007	March 2008