



FOREST ROW COMMUNITY PRE-SCHOOL POLICY

18. PROCEDURE FOR STAFF TRAINING

Forest Row Pre-School is committed to the ongoing development of individuals and the setting.

When recruiting a new member of staff their level of qualification and training will be taken into careful consideration so that the setting as a whole meets the EYFS requirements (15. Staffing Procedure Policy). We would also ensure that an individual has sufficient understanding and use of English to fulfil their role of working with children.

It is responsibility of the Supervisor to induct a new member of staff and make sure that they understand their roles and responsibilities.

The induction process includes:

- Emergency evacuation procedure
- Guidelines for behavioural management
- Running through the job description
- ESCC e-learning training 'Safeguarding Children'
- Health and Safety issues
- Good Hygiene practice for preparing food
- Reading all Policies & Procedures

The Supervisor will use an Induction checklist to ensure all these areas and more are covered sufficiently.

It is the responsibility of all staff to model good working practices for new staff/volunteers and help them become familiar with daily routines. The Supervisor may allocate an experienced member of staff to a new starter/volunteer, for them to shadow. It is ultimately the supervisor's responsibility to supervise all staff's practice and offer them ongoing support in all areas of the job.

Staff are required to keep up-to-date with good current practice in early years, and are expected to attend workshops and training sessions, complete online courses and reading, and share knowledge gained with colleagues.

It is the Supervisor's responsibility to ensure all staff members meet Local Authority training requirements and that, through regular appraisals and one-to-one meetings, all other training needs are identified. A record of all staff training and qualifications are kept on file. We offer our staff contributions to travel expenses for training courses and pay at least National Minimum Wage for each hour of attendance for a course.

It is the Committee's responsibility to arrange an annual appraisal for the Pre-school Supervisor and Administrator.

Regular staff meetings are held in order to share and address any issues that have arisen as a group, allow discussion that can lead to improvements and allow time for coaching in a group.

Date Prepared	Date Reviewed	Next Review
Updated September 2014	November 2015	
	May 2016	May 2017
	March 2017	March 2018

Chair of the Committee's signature:

Supervisor's signature:

Deputy's signature:

Date: