



Quackers After School Club

Training Policy

It is the aim of Quackers to provide high quality education for young children in a safe, stimulating and caring environment. It is therefore necessary that all staff should have the appropriate experience, skills and ability in order to do their job well.

We will actively support our staff in gaining and maintaining these skills through appropriate training in order to:

- Develop and maintain a high quality team, where each member can contribute effectively and with confidence to the care and education of the children.
- Ensure a high level of job satisfaction for each team member by encouraging their personal development in the area of childcare.
- Develop areas of expertise within the team, which will facilitate future in-house training and continually improve the standard of care and education in the Club.
- Increase the level of formal qualifications of team members in order to meet the above objectives, and also to ensure that we have enough suitably qualified staff to meet the requirements our registration with Ofsted. (cf. National Standards for Under 8's Day Care and Childminding)

We understand that Continuous Professional Development (CPD) is the way in which we keep our knowledge, skills and working practices up to date. It can include any or all of the following activities:

- Attending conferences, workshops and courses.
- Going on Qualification courses.
- Attending staff meetings and setting-based training.
- Attending cluster group meetings.
- Visiting other After School Club settings.
- Shadowing or working alongside another member of staff.
- Networking with other professionals.

The Manager will be responsible for ensuring that a record is kept of CPD undertaken by the whole team. Foundation Stage Training will be specifically identified within this record to ensure compliance with Hampshire County Council guidelines. It is the responsibility of each team member to keep their own CPD portfolio up to date as evidence of their own on-going learning and development.

A Training Plan will be created and reviewed annually between the Manager and Committee. The plan will show by staff member the training required, why it is required, the benefits to the staff / Club and in which term the training is required. The Training Plan will show the training



priorities for the coming year and must be authorised by the Committee prior to any training taking place.

Each member of staff will have an annual Staff Performance Review, and this is an important way in which future training needs can be discussed and specific training priorities highlighted in accordance to the staff members development and business needs.

The Committee agree to pay staff for a essential courses. This shall be decided by the Committee and Manager.

The Committee will countersign additional courses that an individual team member wishes to go on in their own time and at their own expense, provided that their attendance on the course is likely to benefit the Club.

The Chairperson withholds the right to cancel training if it has a direct effect on the implementation of the session.

Signed on behalf of Quackers After School Club: _____

Position: _____