

## Safeguarding and Welfare Requirement: Staff qualifications, training, support and skills

Providers must support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.

## STAFF INDUCTION, TRAINING AND CPD POLICY (July 2022)

### Policy statement

We want:

- **everyone who works in our setting** to understand how to provide a positive, safe and well managed learning environment for the children using our setting.
- **our staff** to feel confident and supported so that they know how to provide the best care and learning environment. This means they need to understand our policies and support mechanism and also to understand their own training and development goals.
- **Parents, carers, volunteers and supporters** in our wider community to have confidence and play an active role in supporting us in ensuring a positive experience for the children using our setting.

### Procedures

#### Pre-employment checks

Before you can set foot in our setting as a volunteer or an employee we will complete pre-employment checks. You must have an enhanced DBS check (<https://www.gov.uk/guidance/criminal-record-checks-for-childminders-and-childcare-workers>) and we will also have asked for references from former employers, school, college, etc.

#### Induction

All staff working in our setting receive a planned induction. Parent/carer helpers, work experience students, and supply staff are also supported through an induction process.

#### Employee induction

- When you are appointed you will sign our contract of employment. This sets out your terms and conditions of employment and covers things like hours, pay and your responsibilities, including about confidentiality.
- The leader will arrange an induction programme for you and this will include discussing some of our most important policies and procedure. However, we also recognise that when you are just starting there is a lot to take in so you will be encouraged to check policies and discuss these things with the leader and ask questions during the initial months.

- The induction programme for new employees will include:
  - Introductions to all employees and volunteers (including management committee members).
  - Familiarisation with the site, buildings, health and safety, and fire and evacuation procedures.
  - Familiarisation with policies and procedures.
  - Familiarisation with our mission statement, core values and curriculum.
  - Introduction to the parents, especially parents of allocated key children where appropriate.
  - Familiarisation with confidential information in relation to any key children where applicable.
  - Details of the tasks and daily routines to be completed.
- The induction period lasts at least two weeks. The leader and/or deputy leader inducts new employees and volunteers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.
- As part of this process the Leader will sit down with you to discuss your objectives and goals over the next 12 months. You will both agree a list of objectives- which will include the outcomes you both want. As part of this we will also agree your training objectives as part of a personal development plan.
- Following induction, we continue to support our staff to deliver high quality performance through regular supervision and appraisal of their work (see below).

### **Volunteer (including our Board of Trustees) induction**

All volunteers (including students on placement in the setting) will be subject to some pre-employment checks and will be advised about (and will have to read and understand) key policies such as those relating to child safeguarding, maintaining confidentiality and data protection.

### **Accessing and understanding our policies**

If you are new to RMOP or our setting the first port of call should be our Policy Framework document. This tells us how our policies fit together. We encourage parents, carers and people considering working with us to familiarise themselves with our policies either via our website or by asking to view hard copies whilst on site.

### **Ongoing training, refresher courses and continuing professional development (CPD)**

Part of being confident and providing the best outcomes for children is knowing you are up-to date with trainings.

### *Ongoing training and refresher courses*

Some training is just about making sure that you are up to date with the basics. We want to make sure that all staff are up-to date with required training such as child safeguarding training and Paediatric First Aid. The Trustees have set targets for the Leader to ensure the team maintain good levels of these basic skills.

### *Personal and professional continuing development*

Riding Mill Outdoor Preschool values all the people who work within it. We want to enable our children and parents/carers to feel happy, safe and secure in our stimulating learning environment. If we are to achieve this, then all staff within our setting have a part to play. A programme of continuing professional development recognises and develops the contribution that all adults can make to preschool improvement. We want to ensure all staff within our setting are offered opportunities for professional development and to provide the framework through which all staff are supported to access these opportunities.

- All staff are entitled to an annual appraisal, through which professional development needs may be identified to support negotiated targets for development. We review job descriptions at yearly appraisals and also identify the need for training as part of the appraisal procedure. In addition we revisit the appraisal during termly supervision where any further training needs can be identified.
- Staff who have had training are asked to cascade the information to other staff at staff meetings/INSET days. In addition, we engage in discussions to decide how we can usefully implement the training in the setting. We also ask staff members to evaluate any training they attend. We use this information to evaluate the usefulness of the training for future reference.
- We keep fully up to date with new training via the support we receive from Northumberland County Council's Early Years Team.
- We ensure all staff have equality of opportunity without discrimination in seeking the highest level of personal achievement.
- We regularly moderate our work to ensure we are continuing best practice.
- We carry out peer observations each term for each staff member.

### *Training courses which incur a cost*

- There may be occasions where staff identify a particular training course they would like to attend as part of their CPD which isn't provided as part of our SLA with Northumberland Council.
- Where possible, RMOP would seek to fund this training to support the professional development of our staff. However, where there is significant cost (currently £100 or over) for the training there are circumstances whereby we require the member of staff to repay the cost of the course.

- Repayment will be deducted from the employee's salary if possible, or will be sought via invoice.
- Generally, repayment will be sought in the following circumstances:
  - The employee ceases employment with RMOP before attending the training course but the RMOP has already incurred liability for the costs, 100% of the cost or such proportion of the costs that we cannot recover from the course provider shall be repaid.
  - The employee ceases employment with RMOP during the training course or within 12 months of completing the training course, 100% of the costs shall be repaid.
  - The employee ceases employment with RMOP more than 12 months but no more than 24 months after completion of the training course, 50% of the costs shall be repaid;.
- Depending on the total cost of the course, RMOP may suggest that the member of staff makes a contribution at the outset, alternatively, the Committee are happy to review each training request on a case by case basis in which case the repayment terms set out above may vary with agreement from the employee.
- If an employee leaves due to ill health it is unlikely that there would be an expectation to repay the employer