



BALLYBAY KINDERGARTEN CLG

TRAINING & INDUCTION POLICY

Policy statement

Ballybay Kindergarten CLG is committed to the ongoing training and development of all colleagues. We believe that continuous professional learning supports a high standard of care and education for children, nurtures job satisfaction, and upholds our unique pedagogical values inspired by the Waldorf approach.

Legal and framework basis

This policy is guided by:

- Child Care Act 1991 (Early Years Services) Regulations 2016
 - Children First Act 2015
- Aistear: The Early Childhood Curriculum Framework
 - Síolta: The National Quality Framework
 - Children First: National Guidance
- Tusla Quality and Regulatory Framework

Induction programme

All new colleagues must complete an induction before assuming full responsibilities.

This includes:

- Welcome tour and introduction to colleagues, children and classroom rhythms
 - Review of the school's ethos, values and Waldorf/Steiner pedagogy
- Overview of policies & procedures, incl. health & safety, hygiene, behaviour guidance & daily operations
- Child safeguarding training incl. an overview of Children First, DLP contact, & Child Safeguarding Statement
 - Fire safety and emergency evacuation protocols
 - Infection prevention and control measures
 - Code of behaviour and role expectations
 - Confidentiality, GDPR compliance, and communication protocols
 - Curriculum frameworks: Aistear and Síolta
- Nature pedagogy, storytelling, and seasonal rhythms specific to our approach

A mentor or experienced colleague is assigned to each new colleague during their induction period to provide support, model practice, and address questions. An induction checklist is completed and signed by both the colleague and their mentor/supervisor.

Mandatory training

All staff are required to complete the following:

- Children First eLearning Programme (Tusla)
 - Manual Handling Training
 - First Aid Response (FAR)
 - Fire Safety Awareness
- Food Hygiene (if applicable to role)

These must be completed prior to or within an agreed timeframe after commencing the role.

Ongoing training and professional development

The school supports all colleague in maintaining and developing their skills and knowledge through internal and external learning opportunities.

Training supports include:

- Encouragement & support to attend relevant CPD, conferences, seminars & workshops
 - Internal training during staff meetings, reflective practice sessions or in-service days
 - Particular skills training in areas aligned with the school's approach
- Inclusion and diversity training, trauma-informed practice and communication strategies as needed

Training needs analysis:

We carry out regular training needs analyses to identify individual and collective gaps. These are reviewed during supervision sessions and annually to ensure relevance and responsiveness to the evolving needs of children, colleagues and the service.

Financial support for training:

At the discretion of the finance committee, financial support and/or time off (paid or unpaid) may be offered to facilitate external training, particularly where it enhances the quality of provision.

Minimum qualifications:

All colleagues must meet the minimum qualifications as required under the Early Years Services Regulations before taking up a role.

Record-keeping

We maintain up-to-date records of:

- Induction checklists
- Completed training
- Training needs identified
- Professional development plans

We recognise that implementation is an ongoing process. Our service is committed to the implementation of this policy along with the relevant supporting policies and procedures.

This policy will be reviewed every 2 years or as soon as practicable after there has been a material change in any matter to which the policy refers.

This policy has been published on the service website and is available to view within in the service. It has been provided to all colleagues, volunteers and any other persons involved with the service. It is readily accessible to parents and guardians on request. A copy of this policy will be made available to Tusla if requested.

Responsibility for implementation and review rests with the Registered Provider, Person in Charge and the Board of Directors.

This policy was adopted by Ballybay Kindergarten CLG on this 29th day of July 2025.

Approved by:

Name: Jamie Macleod-Elliott

Designation: Registered Provider, Director & Company Secretary

Signature:

A handwritten signature in black ink, appearing to read 'Jamie Macleod-Elliott', written over a faint, light blue circular stamp.

Date: 29/07/2025

Version: 001

