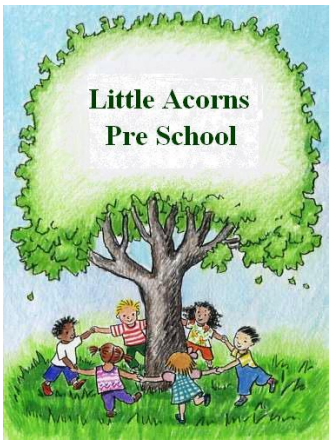
Staff

7.1 Continuous Development Policy



Statement of Intent

All employees are expected to perform their duties with the standard of competence laid down within the Ofsted regulations and other legislation governing pre-school activities. Staff are encouraged to develop their skills and qualifications.

Aim

This policy is designed to help and encourage all employees to achieve and maintain a satisfactory standard of job performance.

Methods

1. Staff should receive adequate training opportunities and personal development plans for their relevant roles.
2. Staff are invited to attend regular supervisory meetings in which they may bring up issues relating to their objectives and additional training needs.
3. The Managers and committee require that all employees attend any course which is considered an essential requirement of employment i.e. Food Hygiene, Safeguarding and First Aid. The Pre-School will fund such courses and the employee will be remunerated for attendance.
4. A course, which a member of staff or committee believes to be beneficial to them but which is not a necessary requirement of their job may be paid for by the Pre-School but prior management approval must be sought before any courses are booked. Payment will be made retrospectively.
5. If a member of staff attends a course, that staff member will be paid at the current 'course attendance' rate as detailed in their contract of employment.
6. If a member of staff is unable to attend a 'booked' training event a minimum of 10 days notice should be given. If this notice is not given the Pre-school may receive a fine.
7. In the event of being unwell on the day every effort should be made to offer the 'space' to another staff member. If another person cannot attend every effort should be made to contact CPD online on Ipswich 260464 as there may be a waiting list.
8. If the pre-school receives a fine for a 'no show', this fine will be passed to the staff member to be settled in full. Managerial discretion may be used in certain circumstances.

This policy was adopted at a meeting held by Little Acorns committee on 31st January 2017

Date to be reviewed	**January 2018**
Signed on behalf of the provider	
Name of Signatory	**Sue Casselden**
Role of Signatory	**Business Manager**