

Standard 2

-SUITABLE PERSON



EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.4 The wider context	

Standard 2.6 Staff Training and Development

Staff are Horsted Keynes Preschool's most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to providing good training and development opportunities for staff so that they can perform their roles both efficiently and effectively.

Preschool recognises that regular training and monitoring of professional development are important for all staff. Training is vital because it allows staff to keep up to date with current thinking and practice about both play and child development issues. Additionally, with well-trained and motivated staff, Preschool is better able to meet the diverse and complex needs of children within its local community.

Our aims are to:

- To improve the quality of learning experiences for the children
- To aid the Preschool in developing overall aims and principles
- For staff and volunteers to develop professionally and increase self- confidence
- For staff and volunteers to share their experience/knowledge gained, with colleagues
- To enable staff and volunteers to develop a personal career structure.

Identifying needs

- Through weekly staff meetings and half termly supervision meetings
- From the OFSTED Key Issues outlined within the Report
- From national changes and requirements of the EYFS and relevant legislation.

TYPE OF TRAINING/INPUT

Training may be;

- 'In house' delivered by the Manager/Deputy
- Individual members of staff attending extended courses leading to a recognised qualification
- Individual staff attending day courses, evening courses, workshops, conference days
- All staff attending a course/workshop
- Cover for staff to visit another Preschool or network group meeting
- Opportunities to observe each other and particular activities.

Training Opportunities

Preschool will do all it can to support staff who are working towards improving their qualifications and training experience. All staff are encouraged to take up training opportunities to expand their professional development and ensure an up to date knowledge of Playwork issues.

It is the responsibility of the Manager and Chair to identify and promote suitable training courses for staff and strongly encourage them to take advantage of these. Support will be given to help staff overcome any barriers to accessing such training.

Standard 2

-SUITABLE PERSON



Staff will be expected to attend training courses and update their skills when requested by their Manager. Staff will not suffer financially for training that they are required to undertake. Our budget allocates funds for training.

Specific training courses in Food Hygiene, Equality and Diversity, Safeguarding Children, Paediatric First Aid, Inclusion, Prevent, FGM and Health and Safety are recommended. Staff members must always attend such courses when requested. It is the Manager, Chair and HR's responsibility to ensure that staff are kept up to date with recent legislation and are suitably enrolled on any courses that are necessary to fulfil the setting's legal responsibilities

All the above-named training is required to be updated through relevant refresher courses not exceeding three years from the date of the certificate. Any training course may be repeated should the need arise, and the setting request the staff member to do so.

If any practitioners wish to further their education at University which affects their working hours/days, they must propose this to the manager/chair by a written letter.

The manager will assess this in line with the needs of the Preschool, taking into consideration that their attendance to university during work time can be covered within the Preschool.

Training Expenses

Preschool will be supportive towards the needs of staff to obtain initial NVQ qualification and further professional development.

Preschool Staff training has two forms:

1. Qualification
2. Further Professional Development through mini courses.

Preschool Policy for the reimbursement of training expenses varies according to the form of training. Policy details for each are provided below.

Qualification Expenses

Please note that staff studying for relevant childcare courses are eligible for a bursary which staff are responsible for applying for and meeting any terms and conditions relating thereto.

The Preschool do not pay any tuition or course fees.

Where a member of staff has successfully applied for, and been accepted onto a training course in Childcare, Preschool will reimburse staff for the purchase of the essential recommended course textbooks up to a maximum of £50 for the entire course duration.

Reimbursement of textbook expenses will require staff to provide valid proofs of purchase of the books i.e. shop receipts.

Preschool accept that the recommended course textbooks may vary according to the college, and level of course. Should the essential course textbooks rise in cost above £50; the Committee will review the policy. However, staff need to produce a letter or course book listing (with prices) to evidence the situation.

Standard 2

-SUITABLE PERSON



2. Expenses paid in relation to Mandatory training

Staff will be paid for time taken to attend facilitated mandatory training courses. Online only training will not be paid for as it can be completed within session time or at employee's convenience. Training expenses will be paid at the employee's hourly rate as stated in your contract of employment. The mandatory training is as follows;

1. Safeguarding
2. Pediatric First aid
3. Food Hygiene
4. Health and Safety (for the Health and Safety Officer)
5. Fire Safety (for the Fire Officer)
6. Prevent (online free)
7. FGM (online free)

3. Expenses paid in relation to Continuous Professional Development

Horsted Keynes Preschool, as a charity community setting, will support CPD training for any employee wherever possible, this may be in relation to part payment of course fees, or training expenses etc. These expenses must be discussed and agreed with the Treasurer and Chair in full, in advance before any such training is booked.

If there is training in term time that a member of staff wishes to attend voluntarily, wherever possible arrangements will be made for that member of staff to be given that time off.

Meal expenses

Not paid

Travelling expenses.

Travelling expenses may be paid where training courses are located outside the local area. Training courses taking place in Lindfield, Haywards Heath, East Grinstead, Burgess Hill and Forest Row are classified as the local area.

For training courses which are located outside the local area, mileage/local transport costs may be paid if applied for *in advance* of the course date *in writing*, using the training expenses claim form (see overleaf). Staff must endeavour wherever possible to attend courses locally, as they are often held in a variety of locations throughout the year. An exception to this might be agreed if delaying attendance of the course until a local date, would compromise the Preschool or if regulation deadlines so require.

For petrol, the pay rate will be 45 pence per mile from Horsted Keynes. We calculate mileage using the government website. Where more than one member of staff is attending the course, staff must try and car share. Multiple expenses will not be paid unless agreed *in advance* where circumstances mean car sharing is not at all feasible.

For public transport costs – staff must obtain a receipt or ticket (with the price shown on it) for reimbursement to be paid out. Similarly, for car parking costs.

Childcare

To be paid only when discussed and agreed (by Treasurer/Chair) *at the time of booking the course.*

Standard 2



-SUITABLE PERSON

Staff must make efforts to find their own childcare solutions to enable them to attend courses. However, Preschool will be supportive with childcare expenses to allow staff to attend training courses as we recognise the benefits of enabling staff to continue their career development, and the resultant gains to teaching quality at Preschool.

In circumstances when paid childcare is necessary to enable staff to attend a course, then Preschool will cover part of the childcare costs on a 50 - 50 basis. The rate paid will be calculated at the time by taking the average rate from three people on the Village Babysitting list.

If children attend Preschool, attendance day swaps should be considered if possible, to enable parent/employee to attend courses during Preschool hours.

For school age children, this should not be an issue apart from between school close and end of course. We would hope that most people would be able to arrange for their children to go to a friend / relative's house. However, in true case of need, payment of expenses will be considered.


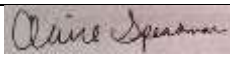
Note: Travelling and Childcare Expenses:

These must be applied for *in advance* by completion of the Training Expenses Claim Form.

This may be submitted by e-mail or by hand to HR Committee Member /Treasurer/Chair.

Expenses may only be approved by Treasurer or Chair.

Whilst every effort will be made for staff to undertake appropriate training, this will need to be within the financial constraints of the Preschool.

This policy was adopted by	Horsted Keynes Preschool
On	1 st September 2019
Reviewed 1 st Sept 2020	
Reviewed 1 st Sept 2021	
Reviewed 1 st Sept 2022	
Reviewed 1 st Sept 2023	
Reviewed 1 st Sept 2024	
Signed on behalf of the provider	
Name of signatory & Role of signatory	Clare Humphreys Manager
Countersigned by Chair of committee	
Name of Counter signatory	Claire Speakman