



35. Training Policy and Procedure

Aims of Policy

It is the intention at Seer Green Pre-School to provide the appropriate training for all our staff and to ensure that any qualifications or training that are time critical are updated promptly. We aim to have at least half of our paid staff qualified to Level 3 or above (as outlined in the EYFS and to adhere to any change in these standards). In the event that a member of staff has the appropriate level of qualification but that it was achieved some years earlier, it is our view that regular updates on specific training matters will be necessary.

Training Costs

For short term courses, the Pre-School will pay for the cost of the course attended, also for the employees time while attending the course, regardless whether it coincides with their workshift. If the course does overlap with the employee's shift, then a relief worker will be hired during their absence.

If the course does not coincide with Pre-School hours, then the Pre-School will pay the member of staff their normal rate of pay.

At all times training costs will have to be checked against the Training Budget. If money is not available then the relevant members of staff and committee would be notified. The situation would have to be reviewed and appropriate action taken.

Funding

The Pre-School will pay for courses, however, where ever possible the Pre-School will try to claim funds from the County Council when available. Employees need to submit all records of proof to the Pre-School, as these items are needed to claim any available funding. The funding is limited and available on a first come, first served basis.

Expenses

Employees can claim travel expenses for courses where these exceed normal costs incurred by commuting to the Pre-School. Where ever possible, the use of public transport is preferred. Employees can then submit travel tickets/receipts to be reimbursed. If public transport is not an option then the Pre-School will pay 45 pence per mile for petrol. The Pre-School will not cover food expenses.

Terms & Conditions *(Already applicable in the current Terms & Conditions of Pay for the Staff)*

Courses which are required for the benefit of the Pre-School will be paid for by the Pre-School. However, should an employee subsequently leave within six months of attending such a course, then the individual will be required to pay 75% of the cost back to the Pre-School. This clause will not be enforceable for courses of less than £30.

Procedures

Staff training will reflect the needs of the Pre-School and the members of staff. Which courses are relevant will be according to the development of individual members of staff as highlighted in appraisals by the Pre-School Leader and Committee Chairperson.

Training of relief staff will have to be dealt with separately.

Some courses will be seen as essential, some not. Obviously those seen as essential should be dealt with first, but training will have to be paced to suit the budget that's available; plus funding that is available expect claims to be staggered over a period of time too (normally termly).

All course attendance is subject to cost. The Pre-School Leader and / or Committee Chairperson will check the Training Budget Spreadsheet to see if there are sufficient funds to cover the proposed training.

The Pre-School Leader arranges the booking and payment of courses, unless staff are notified to do so.

The Financial Administrator keeps account of booking costs and the costs accrued by the attendance of training courses and the hiring of temporary staff for cover.

The member of staff is responsible for applying for funding.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) _____

Signed on behalf of Seer Green Pre-School (Committee Chairperson) _____

This policy was reviewed as indicated below:

Date reviewed:	Reviewed by: