

## **Statement of Intent**

Precious Children Daycare will endeavour to ensure that all employees are trained to the highest standard, encourage and provide continuous opportunities to learn and develop.

All employees are expected to engage in ongoing education and training programmes and adhere to the Child Care Act 1991 (Early Years Services) Regulations 2016. All staff are expected to hold qualifications required by law or required by any funding scheme (e.g. ECCE Free Pre-school Year)

Training is organised for each employee or groups of employees to fulfil identified training needs in their current positions. This enables the employees to significantly improve their effectiveness and performance in their current positions.

## **Principles**

It is our policy that all staff will have access to ongoing in-service training, to keep them up to date and to develop their childcare and education skills.

## **Policy & Procedure**

### **Induction training:**

All newly appointed staff/students/volunteers are provided with the basic information they need to settle into the job, this includes:

- Health and safety,
- Fire Training
- Child protection procedures,
- Child First,
- First Aid,
- Manual Handling,
- Food HACCP
- Conditions of employment,
- Policies and procedures.

External training and attendance at conferences/workshops/seminars is supported.

At staff meetings, staff are given the opportunity to feedback the information from the conference/workshop/seminar they attended.



## Training Policy

A training needs analysis is carried out and reviewed on a regular basis, to establish what type of training is required, and if it is relevant to the work, individual and the service.

Once per week, all staff attended a training session, reviewing standards, policies and procedures ensuring that each staff member can refresh their knowledge and their performance standards.

Management of Precious Children Daycare through observation, consultation and meetings will identify the training needs of the staff team and organise same as soon as is possible.

Minimum Qualifications Requirement in our facilities:

- Group leaders: Fetac Level 6, First Aid, Child Protection, Fire Safety, Manual Handling, First Aid.
- Assistant Manager: Fetac Level 6, First Aid, Child Protection, Fire Safety, Manual Handling, First Aid.
- Childcare Assistants: Fetac Level 5, First Aid, child Protection, Fire safety, Manual Handling, First Aid.
- Kitchen Staff: HACCP, Manual Handling, Child Protection, Fire Safety, First Aid.