



John Scottus Pre-School

Staff Training Policy

This policy will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

Child Care Act 1991 (Early Years Services) Regulations 2016 ([Siolta Standard 9 Health and Welfare](#)) ([National Standard 8: Care, Play and Learning](#), [National Standard 9: Nurture and Well-Being](#), [National Standard 10: Behaviour](#), [National Standard 19: Equipment and Materials](#), [National Standard 20: Safety](#))

Statement of Intent:

It is our intention to ensure all staff are fully qualified to be employed in our service. Staff are also expected to engage in ongoing training programmes. Staff are expected to hold the relevant qualifications and be trained in all other mandatory training.

Policy:

We expect staff to have the following minimum qualifications:

- Managers/Supervisors/Room Leaders: HETAC Level 6, Manual Handling, First Aid, Children First, Fire Safety, Continuous Professional Development
- Staff Working Directly with Children (Classroom Assistants): HETAC Level 5, Manual Handling, First Aid, Children First, Fire Safety, Continuous Professional Development

- Kitchen Staff: HACCP, Manual Handling, Fire Safety
- Domestic Staff: Manual Handling, Fire Safety

All qualifications will be certified. Employees are expected to submit original copies of qualifications for certification. Records are kept safely and securely.

We define Training and Development as follows:

Training is the process through which new skills knowledge and behaviour can be acquired and existing skills knowledge and behaviour can be developed to enable individual employees to work to their full potential and provide maximum benefit to the organisation.

Induction Training:

Every staff member will be provided with an induction training programme when they commence work to ensure they are fully trained. The Induction will be recorded on the appropriate form. *See Induction Record Form.*

On the Job Training:

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

People Development Training:

Training is organised in regard to career development. The training may not be directly relevant to an employee's current position but is likely to develop in the medium-long-term future. This training is validated by Management.

All training will be recorded on the staff member's individual training record

Legislative Responsibilities:

Training is organised as required by legislation (Manual Handling, First Aid, Fire Safety etc....).

Our commitment to each employee is to:

- Create an environment where training and development is genuinely valued.
- Put in place processes to assist in conducting training and development activities, and to monitor the effectiveness of these processes.
- Invest, when and where possible, in training and development.
- Plan and review training and development activities at all levels in the organisation.
- Share with the employees the progress of their training and development activities, what has worked, the business benefits, where improvements are needed and so on.
- Continue to improve and develop our training resources so that they actively support the employees as well as the business.

The service wants each employee to:

- Take responsibility for their own training and development.
- Recognise and meet their full potential.
- Perceive training and development as a continuous process.
- Understand that development means more than just attending training courses.
- Realise the importance of ensuring that training and development is aligned with the needs of the business.

Staff must attend training programmes. It is also assumed that staff would participate in a number of sessions external training every year as part of their Continuous Professional Development (CPD).