



08.05 Employment – Training and Development

Policy Statement:

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff and volunteers are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Training and staff development:

- The Manager and Deputy Manager, are required to hold a minimum CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification. Staff can be employed as Level 3 (preferred) or can be Level 2, but will be encouraged to study for their Level 3 qualification.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.
- We provide our staff with induction training in the first week of their employment. This induction includes our Health & Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures are introduced within an induction plan.
- Our budget allocates resources to training.
- We provide regular in-service training to all our staff (whether paid staff or volunteers) through the I.O.W Council learning and development training subscription for Early Years Providers.

Procedures:


- All staff are expected to complete the following mandatory courses every 3 years:
 - Paediatric First Aid
 - Safeguarding Children
 - Food Hygiene and Safety for Catering

- All staff are expected to complete the following mandatory course every year:
 - Manual Handling Training Programme

If the Manual Handling course is completed to less than 75%, then it must be retaken as soon as possible, and again, until the employee receives a score of 75% or higher.

- The training coordinator will remind staff when they are due to attend mandatory courses and ensure that they are booked on them. This information must be kept up to date and stored in the required training folders.

- It is also desirable that all staff members complete an additional two training courses in each academic year (September – August), one for the benefit of the setting and one for their own personal development. If staff wish to attend any additional training course, they need to liaise with the training coordinator to ensure that they are booked on the course and there is another member of staff to cover their shift at the setting if required.

This policy was adopted by	Blackberry Lane Pre-School & Nursery	
On	March 2025	
Date to be reviewed	March 2026	
Signed on behalf of the provider		
Name of signatory	Mrs D Gibson	Ms C Lawrence
Role of signatory (e.g. chair, director or owner)	Manager	Director

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)