



**6. STAFF TRAINING**

<b>Document Title:</b>	<b>Staff Training</b>
<b>Unique Reference Number:</b>	<b>006</b>
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<b>Person responsible for approving Policy</b>	<b>Paul McDonald</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Email &amp; Hard Copy</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Email &amp; Hard Copy</b>
<b>Date the Document is Effective From:</b>	<b>November 2020</b>
<b>Scheduled Review Date:</b>	<b>Annually</b>
<b>Number of Pages:</b>	<b>4</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy.**

**Relevant staff have received training on this policy.**

**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 on-going 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:** In accordance with the regulations we will not employ staff to work with children directly unless they are qualified to QQI Level 5 in Early Childhood Care and Education or equivalent or have an exemption from the Minister. If in doubt we will check the DCYA list of approved qualifications. Specialist staff may be appointed with approval under the AIM (Access and Inclusion Model) programme.

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

**WE BELIEVE EVERYONE SHOULD HAVE THE OPPORTUNITY TO BELONG TO HEALTHY, CONFIDENT, SECURE AND CONNECTED COMMUNITIES.**

**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 Service.

### How we identify Training Needs

We identify training needs in a number of ways

- By knowing the legal and good practice standards necessary to run a quality service and ensuring staff are trained accordingly
- Through support and supervision where line managers give and receive feedback on staff needs
- Through internal audits on health and safety and other practice areas
- Through external feedback such as Tusla Inspection reports
- Through keeping up to date with any new developments and legislation changes

**The Person in Charge:** The person in charge is expected to participate in on-going management training and to attend events to keep up to date with changes and developments.

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

The main purposes of the induction process for new staff members are:

- To introduce them to children, families and colleagues prior to commencing work.
- To make them aware of any specific needs of any child who will be in their care.
- To clarify the service's Statement of Purpose and Function.
- To familiarise them with the service's Safety Statement.
- To familiarise them with the service's Child Safeguarding Statement and Child Protection Policy.
- To familiarise them with the service's essential policies, procedures, routines and approach to quality and to the service's organisational structure.
- To explain the curriculum/programme approach used in the service and how play and learning experiences at YMCA Childcare are planned, implemented and evaluated.
- To clarify their roles and responsibilities (including record management) and those of others in the service.

The induction process is tailored to the needs of each individual new staff member, student or volunteer and the length of an induction period will depend on the experience, qualifications and role of the new staff member.

The Induction Process is carried out by Manager/Deputy within first month. The manager is responsible for assessing each new staff member's learning outcomes from the induction process through observation, feedback and reflection.

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The induction programme will be reviewed on a regular basis to ensure it is still meeting the needs of new staff members and the service overall and will be amended if needed.

**On the Job Training:** The Service will identify training needs of employees and address these needs by organising training for each employee or groups of employees (to include the Manager) to fulfill identified training needs in their current positions. This enables the employees to significantly improve their effectiveness and performance in their current positions.

**Resources Available to Staff for Training:**

- Manual handling
- First Aid
- Fire Safety
- Child Protection
- Food Hygiene

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 (Child Protection, Manual Handling, First Aid, Fire Safety etc....)

**Our commitment to each employee is to:**

- Create an environment where training and development is genuinely valued.
- To identify staff training needs and address same.
- Put in place processes to assist in conducting training and development activities, and to monitor the effectiveness of these processes.
- Invest 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.

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- 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 external training sessions every year as part of their Continuous Professional Development (CPD).

**Confirmation of Receipt of Policies by Staff** (from Tusla (2018) Developing Policies, Procedures and Statements in Early Childhood Education and Care Services - A Practical Guide)

As part of the induction process and for existing staff, each staff member having been provided with a full set of the Child Care Policies is required to complete and return to Management the Receipt of Policies by Staff Members which is contained at Appendix R.

See also Policy No. 2, Staffing Information in respect of staff meetings and training

**Training Records:**

Training Records will be held on the employee's staff file and are kept on file for 6 years.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:**

**Person responsible for approving the Policy**

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