

Staff Training and Development Policy

It is the policy of Crèche Cois Laoi that all staff will have access to ongoing in-service training, to keep them up to date on current childcare practices and to develop their childcare and educational skills.

Staff Induction Training:

- All newly appointed staff/students/volunteers are provided with an induction training manual and basic information they need to settle into the job. The training manual includes health and safety, each room operational details, crèche policy and procedures, codes of behaviour, record keeping and fire safety policy
- External training and attendance at courses, workshops, conferences is encouraged and supported
- Staff members are given the opportunity to feed back the information from the course they have attended.

General Procedures

- Fortnightly meetings are held with management and room supervisors and staff and are used to discuss operational issues and also to encourage and to provide a mechanism for sharing of learning and ideas for the improvement of the quality of the service offered to the children and families.
- Crèche Cois Laoi encourages staff to take advantage of training provided by childcare organisations as are relevant to staff development and to the good of the crèche
- Financial assistance with the cost of the training or time off for exams to facilitate participation may be offered at the discretion of the crèche manager
- Crèche Cois Laoi provides opportunities for internal training for example staff meetings, workshops etc.
- Crèche Cois Laoi each year sets a budget and sets aside for staff training
- Opportunities for Training in Manual Handling and Food Safety, and Fire Safety training are made available to all staff
- Staff training needs analysis is carried out and reviewed on a regular basis to establish what training needs
- Occasionally when courses, with qualifications that confer relevant advantages for staff, are undertaken at the request of the Crèche Manager, Crèche Cois Laoi may pay the necessary course fee and examination fee. This will normally be by way of refunding fees on the successful completion of such courses and examination.