

# OLDBURY COURT OUT OF SCHOOL CLUBS

## Training Policy

We recognise the importance of training for all our staff to achieve the high standards we set for childcare at O.C.O.S.C. Training will be used as a staff development tool to improve working ethos, practice and team work so staff can demonstrate the quality of their service. It will enable the Club to be more efficient and effective. Parents and carers will be able to make an informed decision and select the Club with confidence knowing that staff are fully trained.

We recognise that training can play an important part in achieving high standards and believe that there are many benefits in having highly trained staff. Therefore we will follow the following principles.

Training needs analysis – we will consider the training needs of each member of staff on appointment, and at their supervisions.

The key criteria will be:

1. Our legal responsibilities.
2. Meeting the needs of the service.
3. Budgetary provision for such training.
4. The further development of the service.
5. The continuing professional development needs (and aspirations) of the individual.

Where any of these criteria are in conflict, they should be taken in descending order of priority.

Reviewing the Policy:

This policy, and its implementation, will be reviewed annually or earlier if appropriate to ensure that individuals are trained and promoted on the basis of their abilities, merits and the requirements of the job.

Training Procedure:

For each member of staff we will follow this procedure in the context of the above policy.

- Our commitment to training will be emphasised as part of the recruitment and selection process.
- A training needs analysis will be conducted as part of the induction for each new staff member and will be respected at each appraisal. Key documents used in the consideration of training needs will be the
  - Job description – details of the staff member duties and responsibilities.
  - Person specification – details of the attributes required to carry out the staff member's role.
- All training costs incurred by the member of staff will be paid for by O.C.O.S.C. whilst we hope to meet all such costs, the Clubs financial position will be a significant factor in deciding what support can be provided. Where the individual's continuing professional development is the major factor in

seeking training, payment for staff time may not be considered. Please note that only training cost agreed in advance will be considered.

The organisation will:

- Set an annual budget for training.
- Report to the Directors any training that has been identified.
- Monitor and evaluation the effectiveness of induction, training and development programmes with the view to continued improvement.
- Consider training needs as an integral part of the review of all polices.

**Reviewed**

**Signed**

**Reviewed**

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