



Be Happy Preschool  
St. Paul's Church  
Stoke Road  
Slough  
SL2 5AS

### 3.3 Staff Training and Development Policy

Be Happy Pre School is committed to the support of staff development for all staff. The key purpose is to facilitate personal and professional development enabling individuals and groups to achieve their full potential at work.

Attaining a high quality of early year's provision and operational success is based largely on the contribution, commitment and achievements of individual members of our staff, working individually and in teams or groups. Be Happy Pre School wants to support staff in the performance of their designated roles and to help them to fulfil their potential during the course of their employment. Training and development includes any activity, which contributes to the enhancement of their knowledge, skills, competence, and working practices. Staff development is thus a key contributor to the success of individuals and ultimately to the success of the pre-school as a whole.

#### Equality

There will be equality of access to staff training and development opportunities for all staff. No member of staff will be treated less favourably than another. Involvement in staff training and development will be determined only by personal merit, performance and by the application of appropriate criteria.

#### Identification of Staff Development Needs

An assessment of the skills of individuals, when they are appointed to a new role, will lead naturally to the identification of their need for training and development, related to duties that they are to perform. In addition, staff training and development needs may be identified in a variety of ways, e.g. by skills audit, by feedback and by staff performance appraisal. It is our policy that all staff have at least one annual performance review a year with the Pre School Manager or Be Happy's Operations Director, at which time, training and development needs will be assessed and ways of meeting these will be identified, and an appropriate timescale agreed.

#### Pre School Manager/ Operations Director

The Pre School Manager working closely with the Operations Director will be responsible for:

- The planning and implementation of cost-effective training
- Identifying areas of their own work and work done by staff for whom they are responsible which could be assisted by training and development activities;
- Ensuring their staff attend all statutory training requirements;
- Prioritising non-statutory training;
- Ensuring that new staff reporting to them are provided with appropriate induction training;
- Ensuring that all staff for whom they have line management responsibility receive regular feedback on their performance, and that end of probation performance reviews and annual performance reviews are completed on time, with clear objectives set, and any training needs clearly identified
- Developing a training and development plan which supports Pre School's objectives, and regularly reviewing this to ensure that planned training is being delivered on time and that it meets the stated objectives;



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- Ensuring that staff who are attending organised training know the reasons for the training, its objectives, the expected outcomes and standard of performance, then ensuring that their performance is measured against this and the training properly evaluated
- Ensuring that staff who are undertaking professional qualifications are given the appropriate support and encouragement, and that regular monitoring is done to ensure they are proceeding well with their studies

A range of development methods will be used to meet training needs: this may include (but is not limited to) formal training courses, seminars, e-learning presentations, conferences, secondments, training for professional qualifications, on the job training, coaching and mentoring, background reading and project work.

Particular emphasis will be given to the use of resources available at no cost and funded courses.

#### **Individual responsibilities**

Be Happy Pre School aims to create an environment where staff take shared responsibility for their own individual effectiveness, personal and career development. All members of staff are required to participate in staff performance reviews, and to make all reasonable efforts to attend training and staff development as may be identified and agreed from time to time.

#### **Individual training expenses**

Be Happy Pre School is willing to meet the costs associated with necessary and identified personal study and training focused on the Pre School's requirements. Expenses incurred attending short term training courses, seminars etc during normal working hours, will be dealt with under our normal expense procedures.

#### **Study Leave and Professional Development**

Be Happy Pre School will consider financial support for costs associated with training for proficiency at work and/or career development. Members of staff who are interested in pursuing longer-term training opportunities in excess of one week will be required to complete an Application for Staff Training, which includes a repayment agreement clause should he/she leave within 2 years of completion of the training, or abandon the training without good reason.

Staff who have been accepted for a course must attend regularly and notify the Pre School manager about off-site study dates as well as examination dates. Be Happy Pre School reserves the right to ask course organisers for periodic reports on any member of staff's progress.

In the event of examination failure, the Operations Director should consider the individual's circumstances before any additional course fees, or payments for re-sits are made.

#### **Training Evaluation**

The benefits of training activities undertaken by individuals should be reviewed following each activity. Evaluation may also take place via informal feedback and staff/ team meetings etc. Evaluation and review will also be undertaken centrally by the management team particularly where training is offered to a group of staff or where substantial investment is involved.

#### **Implementation, monitoring and review of this policy**

The Management team has overall responsibility for implementing and monitoring this policy, which will be reviewed annually.



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## Application for Staff Training and Development

### **To be completed by the Applicant:**

Name: -----

1. Course/training/etc. which the applicant wishes to enrol:

Course Title and Venue	Days and Times of Attendance	Fees and other costs

2. Be Happy Pre School expects you to continue in employment for a maximum of 2 years after the completion of the course. Should you not do so, the following repayment terms will come into effect:

- i) 100% of the cost will be repayable if you leave within 0-6 months of the completion of the course
- ii) 75% of the cost will be repayable if you leave within 6-12 months of completion of the course
- iii) 50% of the cost will be repayable if you leave within 12-18 months of the completion of the course
- iv) 25% of the cost will be repayable if you leave within 18-24 years of the completion of the course

### **Non completion**

You will be expected to repay the full cost of the course by deduction from your salary, in the following circumstances:

- i) if you leave Be Happy employment during the course
- ii) If you do not complete the course
- iii) If you fail to meet the attendance requirement of the course
- iv) If you do not sit any relevant examination(s).

### **Declaration**

I confirm that I wish to accept support to attend the course under the above conditions and agree that Be Happy Pre School has the right to deduct any outstanding amounts under this agreement from me on termination of my employment (as detailed above), or on non-completion of the course (as detailed above).

Signed ..... Date: .....



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This policy was adopted by

Be Happy Preschool

On

20/04/2015

Date reviewed

05/02/2019

Signed on behalf of the provider

Hellen Lawuo-Meena

Name of signatory

Joanne Poole

Role of signatory (e.g. chair, director or owner)

Manager