

# Training Policy

We will provide opportunities for training for all our staff and volunteers. The Ark will financially help and support all staff to access training whenever possible.

Induction training will be given to all new members of staff in order to help them understand how our provision operates and their specific role within it. Induction training is an in-depth one-to-one session with a member of the management team, who will give full details of all aspects of the nursery and the procedures and routines we follow in order to provide a safe and stimulating environment.

All staff members undertaking a supervisory role within the setting will hold a relevant level three childcare qualification or relevant higher qualification.

Training may be

- Accessed through [www.nexus.co.uk](http://www.nexus.co.uk)
- in-house training, keeping current with information on a wide variety of issues
- informal workshops to update knowledge or skills
- working towards a recognised qualification e.g. National Vocational Qualification.

Appropriate training will be paid for by The Ark. Staff will be paid for the time spent attending any mandatory courses outside working hours, but not for voluntary courses. Travelling expenses will be paid at the maximum rate allowable under HMRC regulations without incurring a tax liability, and, where appropriate and subject to availability, any necessary childcare will be provided free of charge, providing space is available.

Training will be discussed during staff supervision meetings and a programme of continuing professional development will be planned in advance.

All staff are required to undertake training in:

- Paediatric First Aid
- Safeguarding
- Practical Inclusion
- Food Hygiene

These courses need to be updated every three years. Certificates of staff training will be kept in staff files along with a record of all training completed.