# STRATTON PLAYGROUP

# 3 Staff Training policy

At Stratton Playgroup, to meet Cornwall County Council requirements and ensure we continue to provide the highest quality care and education to the children attending our setting all staff will complete as a minimum - all statutory training required, to work in Early Years.

* The training must be appropriate to each staff members’ developmental needs.
* The training must provide a balance within the teams’ skills and knowledge.
* The training must aim to cover the needs of Stratton Playgroup.
* All training must be discussed with the manager before booking any courses.
* The staff training year will run in line with the financial year and a training form must be kept updated.
* The first twenty-four hours of training time and course fees will be paid in full to each staff member.
* Any additional hours (over 24) of training can be undertaken where Playgroup at the management’s discretion.

* Time off for training sessions will only be permitted if there will be adequate staff cover for the setting.
* Playgroup will pay for lunch breaks in the middle of a day-long course and mileage expenses.
* Playgroup will pay for travel time from when you leave your home and return after.
* Any excess training time and fees may be reviewed independently and with each staff member, with a decision being made on the basis of funds available and the benefit of training to Playgroup.
* Training can be a combination of face to face or online.

This policy was adopted at an open committee meeting of Stratton Playgroup

Held on

**28/09/2023**

Signed on behalf of the committee