



Staff Training Policy

Policy Statement

Grace Park Montessori recognizes that the provision of a high-quality pre-school education requires ongoing staff training and continuous professional development. The number of staff is limited (2 in total). The service has arrangements in place to ensure that the training needs of both members of the pre-school staff are met and that they are reviewed on a regular basis. There are no unpaid workers in Grace Park Montessori.

Principle

This policy is underwritten by the *Child Care Act 1991 (Early Years Services) Regulations, 2016*. The Directress ensures that staff receive appropriate training in regard to the regulatory requirements of the service. This policy is also informed by the Tusla National Quality and Regulatory Framework and Siolta's National Quality Framework for Early Childhood Education.

Rationale

This policy demonstrates our commitment to the development of staff members' awareness, knowledge and competencies in various ways, including, through meeting the expenses of relevant training courses and conferences in the local provider network or other such relevant educational events.

Continuing professional development' address all activities that are undertaken by the support staff member in order to maintain, update and enhance her work-related knowledge, skills and competencies. Both staff members in Grace Park Montessori work closely together to review relevant updates from Tusla, the Department of Education and Children and other organizations addressing developments in early years education.

Policy Statement

Grace Park Montessori aims to create a learning environment which supports both individual and team development. Access to quality ongoing training and development opportunities prepares staff for both existing and future roles and responsibilities and helps them to reach their full potential thereby enhancing the quality of their practice.

We recognize that children need the adults who care for them and provide for their education to feel part of a well-functioning team. The staff of Grace Park Montessori function as a team in terms of continuing professional development and receive ongoing training to ensure that they have the appropriate knowledge, skills and competencies to provide the pre-school curriculum.

Parents are also informed that staff receive ongoing training (including, out of school hours training) to ensure that the staff have the information and skills needed to do their jobs competently and professionally and that such training is provided to ensure a quality service.

Induction

Staff are not recruited on a regular basis as the service is a small one comprising only one additional staff member who works alongside the Directress. Both work as a team and have considerable professional experience to degree level.

Staff are informed of the policy and procedures regarding staff development and training on commencement of their role within the service.

In the event that a new staff member were to be recruited, appropriate induction seminar and training would be put in place and carried out by the Directress.

Access to training

All staff members are expected to undertake staff development and training. This is viewed as a continuous process throughout their time in the service.

Where specific policies are updated or amended or a new policy is developed, staff members are provided with training to ensure familiarity with the most up to date policies within the service.

Staff are encouraged to undertake any other training or activities which aid their personal or professional development. They are supported financially in this regard. Due to funding received, however, it may not always be possible for the service to discharge the full costs of a staff member's chosen course of study in the context of her professional development.

Staff members have regular meetings to review their practice and training needs. Records are kept of events attended and courses completed while employed in this service.

Ongoing training and professional development

On an ongoing basis, staff members, including the Directress, undertake particular training which is considered necessary for the efficient and effective operation of the service. In particular, training in child protection, first aid and fire safety are updated on a regular basis.

Staff members are also required to assume responsibility for their own ongoing development and training, which includes both participation in planned activities and making use of opportunities to learn when they are presented. Overall accountability for staff development and training rests with the Directress.

Staff development and training provision is reviewed and evaluated to ensure that it is of good quality, relevant, effective and provides value for money.

Supervision of students

Students may, from time to time, work with the children. If this occurs, they are under the supervision of appropriately qualified and experienced staff members at all times. They are supported and supervised by appropriately experienced members of staff to assist them to carry out their duties to promote and protect the wellbeing, learning and development of the children.

Types of training and development opportunities provided

- Daily and Weekly Team Meetings
- Annual Appraisals
- Individual and Group Training Events/Continuing Professional Development (CPD)
- Seminars, Workshops, Conferences and Accredited Courses
- Mentoring/Coaching
- Participation in a local Providers Network

Records and record keeping

Records of Degrees/Certified/Accredited training are displayed in the service.

This policy should be read in conjunction with our Risk Management Policy and Supervision Policy.

Jozefa Chrobak

Directress

Reviewed on:	14 January 2023
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