



TRAINING POLICY

Worstead preschool is committed to encouraging all staff and volunteers to develop their learning and skills through completing appropriate training. The training needs of all staff and volunteers should be identified during induction, supervision, and appraisal.

There will be compulsory training for all staff and volunteers.

On joining the organisation all staff will need to complete the following training:

- Safeguarding
- Prevent
- Paediatric First Aid
- Health and Safety
- Level 2 Food Hygiene
- Allergen Awareness
- Infection Control
- Fire Safety
- COSHH
- Manual Handling
- Prevent
- GDPR
- Evacuation (In house training)
- Medical conditions (In house training)
- Safer sleep (In house training)
- All other portal training for compliance

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our volunteers will need to complete the following training

- Safeguarding
- Prevent
- Level 2 Food Hygiene
- Allergen Awareness
- Infection Control
- Fire Safety
- COSHH
- Manual Handling
- Prevent
- GDPR
- All other portal training for compliance

Any training that is taken by staff is revisited at the team meetings so any changes or new advice can be put into action.

Most of the training is remote learning and completed online, if you do not have the means to access training at home we will provide you with office time to complete training during working hours.

Sometimes you will be required to travel for training, we try and make sure that any training is as close to home as possible.

We do expect staff to complete Continuous Development Training (CPD) in their own time to enhance their own learning development and interests.

Supervisions

There will be regular supervisions for staff with their manager. Twice yearly for 1-1 meetings and yearly supervision meetings. Supervision will identify any gaps in knowledge or skills and appropriate training will be arranged. The staff member can share any difficulties or concerns they have with training.

Volunteers will also be offered a meeting depending on the length of time they are with us.

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Appraisal

All staff will have a yearly appraisal. The appraisal will highlight areas of strength, as well as those for development. The aim of the appraisal is to help maintain motivation, support the development of skills and experience and continue to improve performance.

The appraisal will:

Recognise success and achievements

Allow the staff member to share ideas and concerns

Allow the staff member and manager to reflect on practice in terms of performing the job role and adhering to policies and procedures

Identify developmental needs and training opportunities

Also include here what you offer to volunteers in terms of appraisal.

Training Log

Training Logs will be completed to monitor when staff and volunteers have completed compulsory training and to set a date for when this needs renewing. This will ensure that all staff and volunteers keep their safeguarding training updated.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
Date:	1 st September 2026
Date for Review:	31 st August 2027

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