**Principle**

The aim of this policy is to ensure that a clear structure for Continuous Professional Development (CPD) is in place for employees and volunteers. Little Buds recognises the importance of lifelong training and believes that all adults working with young children should be committed to continuing learning and professional development.

**Policy**

Little Buds will endeavour to support all staff in their further development.

**Procedure**

Management would like to ensure that all staff and volunteers are able to access further learning and skills when identified so they are able to carry out their role to a high standard. The management team is responsible for making the decision on request from staff and volunteers/or when identified. This will be supported through:

* One to one support and supervision meetings alongside annual appraisals – these are appropriate times to identify/request additional training. However, staff and volunteers can approach management at any time to discuss what they feel is required.
* Staff is required to complete a training request form which will be passed to the management team prior to the training for a decision to be made. This form should be completed at least two weeks in advance and passed to the Chair or the Staff Liaison Officer who will make the committee aware of this request.
* The management team will accept written requests to attend training.
* The management team requires confirmation/certificate/receipt of attendance at training from staff/volunteers.

At Little Buds we want to ensure that:

* Employees and volunteers develop their skills and knowledge. This is pivotal for employee/volunteer development and will increase standards in the quality care provided within the setting.
* Staff is enabled to regularly refresh existing knowledge and skills to maintain existing competency.
* An enabling working environment is created where continuous professional development and training take place, where staff is enthused and motivated in their roles which in turn enhances staff retention.
* All staff and volunteers are continually working towards improved quality and high standards of service within the setting.

**Equal Opportunities**

The management team will ensure that all staff and volunteers are provided with the opportunity to continually professionally develop and that no person will be excluded from training based on the grounds of gender (including gender reassignment), age, marital status, disability, racial grounds (race, colour, nationality – including citizenship - ethnic or national origin), sexual orientation, religion or belief, responsibility for dependents, trade union membership or employment status.

Part-time and full-time employees will have equal opportunities for training and development, which is appropriate to their post. Volunteers will also be given access to relevant training.

**Funding Requirements (optional theme)**

At Little Buds we are not funded through the PSEP (Pre-School Education Programme) at the moment which requires staff to attend various training dates including cluster support training and other compulsory training dates.

If the group receives funded places, management team demands that staff fulfill these requirements on behalf of the setting and upskill as necessary. Staff is required to complete the full training session and will need to complete the necessary paperwork requirements and ensure closure dates have been approved as per the Early Years contract with DE.

Failing to comply with funding bodies can have a negative impact on the status of the group and may result in termination of the funding contract.

Little Buds recognises the importance of fulfilling funding obligations and will ensure that staff are in attendance when required.

**Cost**

Subject to prior agreement, any eligible costs incurred during training may be reimbursed. The management team will make a decision regarding reimbursement for training during the response to a staff member’s/volunteer’s request to attend.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds management team.

Signed: …………………………………………………………………………………..

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

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

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

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