

28. Staff Training Procedure

If a member of staff is appointed to a post requiring a qualification, any training offered towards the achievement of such a qualification must be undertaken. Training will also be regularly undertaken by staff to gain or enhance skills appropriate to the post.

Records of training courses undertaken by staff will be held in the supervisor's Staff Training Folder.

This policy was adopted at a meeting of the Pre-school held on (Date):

Signed on behalf of the Pre-school: (Chairperson)