



Induction and Training Policy

Lilliput Lane Nursery is committed to providing staff with training sufficient to ensure that they will be able to successfully undertake their duties. We recognise the value of training in ensuring that the organisation can meet its main objectives and continue to develop.

Training also has an important part to play in ensuring that the staff and members are able to realise their full potential on an equal opportunity basis.

Where possible we will seek to encourage staff to undertake training which will enhance their personnel development and potential.

The nursery operates a staff development plan where by staff move to work in a different room approximately every 18 months. This gives them the opportunity to work with the different age groups; the chance to develop new skills, the opportunity to suggest improvements and ways these may be implemented.

Organisation and Planning

1. A schedule of training events will be planned approximately a year in advance, on a rolling programme. This programme should reflect the current training needs of the organisation in relation to its development plans.
2. All members of staff should develop plans, which address the training needs within their areas of responsibility; these plans should co-ordinated through the training team.
3. The management will have responsibility for ensuring that all the training complies with the Principles for Training Quality outlined below.
4. A record should be made of all participants in training events.
5. A directory of training materials, courses and training providers will be made available.
6. Management will particularly seek to develop the training skills of senior staff within the nursery in order to expand the available training resources.

Principles for Training Quality

1. Training should be conducted on the basis of equal opportunities. Trainers should actively seek to challenge ideas, which run counter to these Principles.
2. Training should be conducted in an atmosphere of mutual respect. Wherever possible, in-house training should be participating rather than passive.
3. Training may sometimes be challenging and stressful, where this is the case it should be balanced by support and help in order to give all the participants a good chance of success.
4. Different people have different abilities and aptitudes for learning, training methods and styles should be sufficiently varied within any particular course to allow all participants reasonable chance of success.
5. Training events should seek to support the policy and objectives of the Nursery, feedback from events should be taken into account in the development of the policy and management practice.
6. Participants in events should be encouraged to offer constructive criticism of the content and style of training and the training team should take such comments fully into account when reviewing the event.