



## Staff Training and Development Policy

The club understands the benefits of a trained and developed workforce, supporting staff development is essential for our staff to enable them to feel confident in their work and meet the statutory requirements of the Early Years Foundation. Training will need to be regularly refreshed in line with statutory, Ofsted, insurance and Local Authority (SCSP) guidelines.

A central training record is held by the Business and HR Manager and relevant dates for refresh will be flagged in advance to enable them and the Play Managers to ensure training is updated in line with current guidelines before the training expires. As well as hard copy of the training record, hard copy certificates will be held in the Club, ready for inspection at all times. The Play Managers are responsible for removing old training records and keeping the files up to date. The Management Team, including the Business and HR Manager, are jointly responsible for ensuring that all mandatory training is agreed at regular intervals to reflect changing practice and emerging issues e.g. training for Covid 19.

The Business Manager will identify where group training is appropriate, e.g. a cost saving and will lead on making arrangements to secure the training. The Business and HR Manager issues training as well as policies as part on recruitment onboarding prior to induction in the club. As well as the paid annual policy refresh that Business Manager sends out before the start of the new academic year, the Play Managers will deliver ongoing training and quizzes face to face as part of staff meetings, e.g. on safeguarding, county lines, basic health safety and FGM.

It is a contractual requirement that all staff have paid training in mandatory areas to allow them to work, failure to complete the training may mean that a staff member is unable to work or must change duties until it is completed. At the time of writing as a minimum for all staff the mandatory training includes

### **All Staff including zero hours and apprentices** Safeguarding

children (at least level 2 and ideally level 3) Prevent Duty

Food Hygiene (at least level 2)

Food Allergies

Paid Induction Club policy pack reading on appointment and annual refresh for all other staff

### **For most permanent staff unless agreed otherwise – All the above and;**

Team Teach/ Behaviour Management Full

Paediatric First Aid.

**For Play Managers (and Deputies) All of the above and;**

Advanced/ minimum level 3 Safeguarding training (ideally via Sheffield Childrens Safeguarding Partnership - SCSP).

Designated Safeguarding Lead (DSL) ideally delivered via SCSP  
Safer Recruitment ideally SCSP (if involved in the recruitment process)

Health and Safety training (ROSPA certified)

**Business and HR Manager and administrator**

Level 3 safeguarding

**Business and HR Manager**

Safer Recruitment (ideally SCSP)

Any HR training necessary for them to deliver the role and keep their professional knowledge up to date, this may include online HR Inform (CIPD) and Redwings events on employment law etc. The Business and HR Manager may seek permission from the Committee if there is a significant cost to any training or development they need to keep their professional knowledge up to date.

**Wider development of our staff**

As well as mandatory training to support staff morale, confidence and performance the Business and HR Manager will consider all requests for further training to support staffs development in conjunction with the Play Managers, where affordable and a development benefit to the individual or club can be shown. This training might include specific training to support a child with additional needs e.g. Autism or ADHD, child mental health. Wherever possible staff will be allowed unpaid time off to study relevant qualifications however this is subject to business need and must be agreed in advance. Where a member of staff identifies some training that may be beneficial to the club, we will always endeavor to fund reasonable costs but may not be able to pay for staff time to complete it, unless it is within working hours/on club premises in this case staff undertake this training on a voluntary basis.

**Training packages**

The club provides access to free developmental training through Educare or similar providers, the appropriate links can be provided on request or will be routinely given at supervisions where training and development is discussed.

|                                                 |                                              |
|-------------------------------------------------|----------------------------------------------|
| This policy was adopted by: Ecclesall Kids Club | Date: 02/11/2018                             |
| reviewed: 10/08/2025                            | Signed: <i>Ecclesall Kids Club Committee</i> |

