

General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

Little Elves Community Pre-School

Employment

Staff training

Policy Statement

Little Elves Pre-School wants to actively support all members of staff with their career development and encourage all staff to attend relevant training courses and to work towards and achieve nationally recognised qualifications. Outlined below are some guidance points concerning payment of hours worked and course fees. These points do not cover all eventualities and any payment is at the discretion of the committee.

If a member of staff is asked to attend a course by the setting manager, then that member of staff will be paid for the hours that they attend the course. They will also be entitled to claim travel expenses if they so wish (mileage at a rate of 40p per mile) using the usual expense claim form.

If a member of staff wants to attend a course that the setting manager has not asked them to attend then they **will not** be paid. Staff may only do this in their own time unless they have made prior arrangements with the setting manager and adequate cover has been organised.

Little Elves is unable to finance staff in training for nationally recognised qualifications (e.g. NVQ level 2). However in exceptional circumstances and if other sources of funding are insufficient then the committee is willing to consider individual cases. Any applications for such funding should be made in writing for the committee to discuss. Should the committee be able to fund such a request we require that member of staff to work for 12 months after completing their course.

This policy was adopted at a meeting of

Little Elves Community Pre-School

Held on

31 March 2011

(date)

Date to be reviewed

(date)

Signed on behalf of the management
committee

Name of signatory

Victoria Rawlinson

Role of signatory (e.g. chair/owner)

Chairperson