



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP- 4.02

Updated 2nd July 2015

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TRAINING AND APPRAISAL

Every contractual member of staff will have an annual appraisal with the Coordinator and Human Resources Manager. The appraisals are held to discuss your performance, identify your skills and knowledge and to prioritise training requirements.

These are also supported by termly supervisions with the Co-Coordinator to ensure you are happy with your personal achievements and development.

All Dell staff are required to attend meetings and training sessions to keep knowledge and information up to date as well as gaining new ideas.

The Dell like all Playleaders to have received training in Safeguarding, Food Hygiene Certificates and where possible First Aid and provide professional training every year to ensure this training requirement is fulfilled.

Senior staff training includes;- Paediatric First Aid, Safeguarding, Food Hygiene (level 2).

In addition the Dell supports an annual training plan, encompassing things such as behaviour management, child protection, EYFS, anaphylaxis training (EPI pen), playwork etc. This helps equip staff with additional skills and knowledge to support them in their work.

Where staff are studying towards childcare or play work qualifications The Dell tries to support this within the workplace with one of our senior staff inputting to their coursework. Provision may be made to support further professional development subject to Committee approval.

Policy adopted: 5th Feb 2006

Approved by:

Co-ordinator

Chair

Review Date:

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We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.