

Peak Time Kids Club

Training Needs Procedure

Peak Time promotes personal development to enhance a diversity of skills which underpins the quality of out of school care delivery.

To meet these aims, there needs to be a clearly identifiable appraisal system in place which can predict training needs on a yearly cycle. It needs to be acknowledged that essential core training remains a priority, whilst other leaning needs will be considered.

The system to be adopted will be equitable to all as follows:

For Staff

Appraisals will be ongoing and continuous professional development of each individual will be paramount.

Training/development needs will be agreed and planned for the year; this will include any core training needs.

On completion of training / development the member of staff will be expected to evaluate and bring back improved practice where appropriate.

Supply Staff

Supply staff who work regularly for peak time may ask for training if required.

All supply staff should undergo the following training:

Introduction Child protection

In House Health and Safety

In House Fire Safety

In House Equal Opportunity

Please Note funding will be limited for supply staff who has worked for Peak Time under twelve months.

For Management Committee Members

Responsibilities allocated to committee members may require training/development.

For Note Core Training is defined below.

| Qualified Permanent Staff | Refresher |
|---|--------------------------|
| Food Hygiene | Every 3 years |
| Advanced Safeguarding Children (To have completed the introductory first) | In line with legislation |
| Equal Opportunity (Chair, Co-ordinator and deputy plus any other committee members who may think it valuable) | No refresher needed |
| Paediatric First Aid | Every 3 years |
| Specialist Lead Health and Safety | Every 3 years |
| In house Health and Safety session | Yearly |
| Fire Safety session | Yearly |
| Supply | |
| Safeguarding Children Introductory | 18months |
| First Aid if Qualified and has worked over a year? | |
| In House Fire Safety | Yearly |
| In house Equal Opportunity | On induction |
| In house Health and Safety | Yearly |
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