



*Cawley Childcare Ltd*

*(I/A Home from Home Creche & Preschool, Naíonra Tíghín N<sup>o</sup>  
Trá & Kids Campus)*

# **Policy & Procedure**

# **Qualifications & Training**

**Qualifications & Training – Cawley Childcare Ltd (T/A Home from home Creche, Naíonra Tigín Na Trá & Kids Campus) This policy covers all premises.**

<b>Document Title:</b>	<b>Qualifications &amp; Training</b>
<b>Document Author:</b>	<b>RC</b>
<b>Document Approved:</b>	<b>Rachel</b>
<b>Person(s) responsible for developing, distributing and reviewing Policy</b>	<b>Rachel</b>
<b>Person responsible for approving Policy</b>	<b>Rachel &amp; Danielle</b>
<b>Method of communication of policies to staff (email / hard copy / induction training)</b>	<b>Hard copy and induction</b>
<b>Method of communication of policies to parents/guardians (full policies via email, hard copy)</b>	<b>Email and hard copy available on premises</b>
<b>Date the Document is Effective From:</b>	<b>Sept 2019</b>
<b>Scheduled Review Date:</b>	<b>Sept 2020</b>

**This policy has been communicated to parents/guardians.**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

Child Care Act 1991 (Early Years Services) Regulations 2016([Siolta Standard 9: Health and Welfare](#)) ([National Standard 1: Information](#), [National Standard 3: Working in Partnership with parents or Guardians](#), [National Standard 4: Records](#), [National Standard 9: Nurture and Well-Being](#), [National Standard 12: Health Care](#), [National Standard 14: Sleep](#), [National Standard 18: Facilities](#), [National Standard 19: Equipment and Materials](#))

## **Qualifications and Training Policy**

At Cawley Childcare settings (Home from home Creche, Naíonra Tígin Na Trá & Kids Campus) we will always encourage the team to grow and develop.

- Staff are encouraged to engage in professional development by carrying out accredited training in early childhood care and education.
- All staff will have the accredited childcare qualifications' set out by the DCYA regulations to be authorized to work within the services.
- We will always notify our team about up and coming training and workshops that will improve the quality of service that we can offer to the children and parent of the service.
- Regular up to date training is recommended
- Attendance at seminars/workshops/ and conferences are encouraged
- A training subsidy is given to long term team members towards accredited training.
- An up to date first aid cert for staff is required and will be displayed
- All Staff qualifications will be displayed within the childcare room they work in
- All Team members will be encouraged to support each other within their personal and professional development. To support each other in curriculum development and documentation workload.