



Cawley Childcare Ltd

(I/A Home from Home Creche & Preschool & Kids Campus)

Policy & Procedure

Qualifications & Training

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

Document Title:	Qualifications & Training
Document Author:	RC
Document Approved:	Rachel Cawley
Person(s) responsible for developing, distributing and reviewing Policy	Rachel Cawley
Person responsible for approving Policy	Rachel & Danielle
Method of communication of policies to staff (email / hard copy / induction training)	Hard copy and induction
Method of communication of policies to parents/guardians (full policies via email, hard copy)	Email and hard copy available on premises
Date the Document is Effective From:	November 2022
Scheduled Review Date:	November 2024

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 & Kids Campus) we will always encourage the team to grow and develop.

- All staff will have the accredited childcare qualifications' set out by the DCYA regulations to be authorised to work within our services. Staff must hold a minimum of a full Level 5 qualification in Childcare in order to work in our settings.
- Staff are encouraged to engage in professional development by carrying out accredited training in early childhood care and education.
- 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.

Policy drawn up by : _____ **Date:** _____
Rachel Cawley