



# Funtastic Club Policies & Procedures

Number 15

Staff Development and  
Training Policy



## Staff Development and Training Policy

This policy is designed to encourage all staff to develop their work skills and contribute to a successful and happy work environment.

Positive communication is essential for all members of staff to promote a team focused working environment.

All staff will be offered training as it arises.

Staff may request training at any time and this will be considered in view of:

- Needs of the club
- Funds available
- Timing
- Previous training records
- Needs of the individual

The club will only contribute to training related to club activities

All staff will be guided and given:

- Induction prior to starting work and during the first week
- Induction on all club policies
- Information and advice about Health and Safety procedures
- Information and advice about new tasks each time these arise

It is recognised that to work towards and fulfil Ofsted recommendations and other accreditation awards, that a strong staff commitment is made to further training.

All staff will be expected to attend and refresh training on the following courses: First Aid, Child Protection, Behaviour Management, Equal Opportunities.

Club Managers and Deputy Managers will also train in Health and Safety and Food Hygiene.

Training will be arranged when most convenient to staff members. Copies of certificates will be taken to display in Individual Staff files and Qualifications folder.

A brief review form will be completed by all staff once training has been completed. This is to enable the Club Organiser and other staff to gain information and feedback the subject covered.

Staff development will be discussed annually at Staff appraisals held in May and a personal review in November. It may also be discussed informally at any time i.e. progress meetings etc.



## Staff Development and Training Policy

The Club Manager will review staff needs on a regular basis. This offers an opportunity to share any ideas, concerns and to work supportively as a team.

The Club Proprietor Régine Natchoo, is always available either by phone or to meet to discuss any staff issues.

Assessors Name	Updated on	Reviewed on	Signature
Regine Natchoo	September 17	September 18	R.Natchoo
Regine Natchoo	September 18	September 19	R.Natchoo