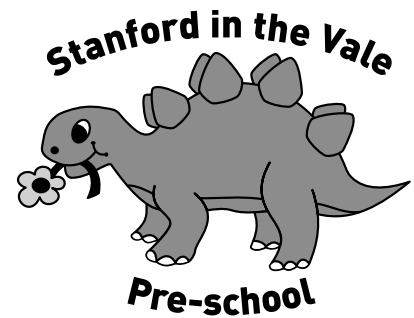


Recreation Ground
Huntersfield
Stanford in the Vale
Faringdon
Oxfordshire SN7 8LR



2.1.2 - STAFF TRAINING PAYMENT POLICY

Reviewed March 2015

At Stanford Pre-school we believe that all staff should be encouraged to expand their knowledge and understanding of working with children within the Pre-school. This could be done through attending extensive training courses such as the NVQ Level courses in Child Care or other courses run by approved bodies, for example Oxfordshire County Council, Elan (First Aid) and the Pre-school Learning Alliance.

We aim to work towards the following guidelines to assist staff in this task, however, all committee and staff members must be aware that each of the guidelines can only be acted upon if Stanford Pre-school has sufficient funds to maintain them. In many cases, the Pre-school may be able to contact bodies such as Stanford in the Vale Public Purposes Charity to assist in the funding.

Guidelines:

- Payment of the course will be funded, where possible, by Stanford Pre-school.
- Course books or literature will be funded, where possible, by Stanford Pre-school. However, in the case of extensive courses staff will be required to share these resources if the college deems the literature still valid.
- Price of course certificates will be funded, where possible, by Stanford Pre-school.
- Payment of time attending courses will be funded, where possible, by Stanford Pre-school. However, staff can only claim their current wage per hour at the time of attending the course. Every application for payment of hours whilst attending a course will be assessed separately, on a case-by-case basis by the committee and supported whenever possible. However, staff attending SENCo, Equal Opportunities and First Aid Courses will be paid for the duration.
- Travelling expenses of 45 pence per mile will be paid to staff attending all courses and to be funded, where possible, by Stanford Pre-school. Distances will be recorded and these will provide the precedent for future claims against the same journey.
- Stanford Pre-School has in place a pay scale to recognise the achievement of formal qualifications and staff achieving the next level will be paid accordingly.

This policy was amended at a meeting of the Pre-school held on 2nd March 2015 and signed by Mrs Karin Williams - Cuss

Signed on behalf of the Pre-school