

## ***Training and Development***

Primrose Hill recognises the importance of a planned and systematic approach to training and development. Our policy is to provide training and development to all employees so that they perform their jobs effectively. It is our intention to continue to develop training in order to satisfy the following objectives:

- To provide an induction program to all new staff and those who are promoted
- To provide first aid, food hygiene, childcare, play work or other specialist training to ensure that we are updated with all areas of best practice in the field of early years and youth work
- To provide health and safety training to ensure the health and safety of all our employees
- To provide continual training and information in areas of equality, diversity, respect and dignity

There will also be staff meetings held in the evening every three months and this will be used as a forum for discussion about your unit. All staff must attend these meetings and will be paid for attending. However, if you have any problems or suggestions relating to work please do not feel you have to leave them until the next staff meeting – speak to a manager or supervisor.