**QUEEN’S UNIVERSITY BELFAST**

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Childcare Services

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**Staff Induction and Training Policy**

1. The University is committed to the support and promotion of staff development and training. Staff development may be defined as:

Institutional policies, procedures and practices designed to develop the knowledge, skills and attitudes of staff and, by so doing, to improve the effectiveness and efficiency both of the individual and the institution.

Within Childcare Services there is mandatory training for staff that is necessary to be undertaken as part of legislative requirements. These include:

* Child Protection and continued updates.
* Food Hygiene – for those in a position to be handling / preparing food.
* First Aid at Work and
* Paediatric First Aid – as necessary within the site as per mandatory / legislative requirements.

There is also mandatory training that Queen’s University Belfast requires all staff to take within an induction period. These include:

* Annual Fire Safety Training
* Diversity Now Training
* DSE Training (Use of Computers) for those in offices
* Anti-Fraud Awareness
* Freedom of Information
* GDPR
* Health and Safety Essentials
* Register of Interests
* Unconscious Bias
* Secure Remote Working
* Email Essentials
* Think Difference. Act Different

Consideration will be given to each individual staff request for additional or further training in relation to ongoing personal development within the position held. Permission to attend courses will be at the discretion of Childcare Management and dependant on staffing/business need.