



Staff Development and Training Policy

Overview

As learning is a lifelong pursuit, we consistently encourage and provide opportunities for staff to promote their own professional development. Whenever possible, we encourage all staff to attend relevant workshops or seminars and conduct bi-annual in house staff training where we re-assess our program and individual goals and focus on key areas of development as determined by the program coordinator and management team. Along with our regular programming meetings, team meetings are held where we discuss the needs of the children and the status of centre initiatives.

First Aid Training

All Supervisors and employees who may be counted for the purposes of meeting ratio requirements set out under Ontario Regulation 137/15 are required to have current first aid certification including infant and child cardiopulmonary resuscitation (CPR). A list of providers approved to deliver standard first-aid is available on the [WSIB website](#).

A Department Manager or Senior Coordinator must see the original document of First Aid Certification, and will keep a copy in the individual's file.

Orientation requirements

All GNAG staff are required to attend GNAG's policy and procedures training. Kinders afterschool staff are required to attend orientation training provided by the Program Coordinator within the first month of work with GNAG's Kinders Program. This training will review all policies and procedures of the Kinders afterschool program. Before the start of employment, all new employees must submit up-to-date Standard First Aid and CPR certification, a criminal reference check, personal vaccination documents as well as read all program policies and procedures.

In-Centre Training Sessions

GNAG endeavors to provide opportunities for staff members to learn and grow within a supportive community. GNAG will provide a minimum of two mandatory full day trainings sessions each year. Staff Evaluations or Performance Appraisals will be used as a tool for identifying staff training and development needs of the individual as well as the Kinders Afterschool Program as a whole.

If a GNAG manager or program supervisor identifies an area in which staff require support; additional trainings may be added to assist in staff's continued growth and learning. It is the aim of the management to provide regular in-service training. Performance Appraisals (individual professional development plans) will be used as a tool for identifying staff training and development needs of the individual as well as the centre as a whole.

Ongoing Professional Learning

GNAG is committed to the employment of trained staff and the continued employment of any untrained staff whose contribution to the team reflects their wealth of experience. Those untrained staff members who are prepared to undertake external studies in order to gain qualifications will be totally supported throughout the duration of their study.

All staff members are required to attend regular staff meetings at which:

- Resources, skills, ideas, professional development experiences and expertise are shared
- Group Professional Strengths are identified and whole group goals for professional development are set.
- Staff decisions are made with regard to seeking support and advice of resource people to further help them develop their skills and knowledge.

Updated April 11, 2018