

CHAPTER SEVEN: STAFF QUALIFICATIONS

Staff Qualifications	Staff Training and Development Policy Standard First Aid
Approved Date: May 2016 Revised: August 2020 Revised: March 2021	Policy Number: 7.5 and 7.6 (replaces policy 8.1)

Purpose

To encourage the professional development of employees through resources, attendance and participation in approved meetings, seminars, in-house training programs and outside courses that are directly related to the employee's job and that will help employees to improve job performance.

Policy

The Executive Director and the staff of the organization shall assess the global training needs within the organization on an annual basis. The identified training needs shall be prioritized in the following manner:

- Legislated
- Compulsory training courses.
- Specific job-related training needs as required by individual programs.
- Professional development as requested by individual employees.

NHCS will take an active approach to Staff Orientation, Resource Supplies and Qualification Upgrading to support staff with training and development.

Procedures

1.0 Legislated Training

This training will include, but not limited to;

(a) College of ECE's Continuous Professional Learning Program

In September 2016 it will be mandatory for RECE's to participate in the College of Early Childhood Educators, CPL program as prescribed in the Ontario Early Childhood Educator Act, 2007 359/15: Continuous Professional Learning.

1. (1) *Every member of the College shall fulfil the requirements of the continuous professional learning program, which are the following:*

1. *Successful completion of any educational course, including any jurisprudence course, required by the College.*
2. *Completion of self-assessments.*
3. *Development of professional learning plans.*
4. *Engagement in and completion of the activities set out in professional learning plans.*
5. *Ongoing completion of records of professional learning that document the member's engagement in and completion of the activities set out in professional learning plans.*
6. *Compliance with any other requirements relating to continuous professional learning specified by the College.*

(b) Standard First Aid

In September 2016 it is mandatory that every employee working at a child care centre who may be counted for the purposes of meeting the ratios has a valid certification in standard first aid, including infant and child CPR that is issued by a training agency recognized by the Workplace Safety and Insurance Board.

Effective March 8th, 2021 Staff in child care centres who are required to obtain first aid and CPR certification will be permitted a three-month time period to obtain their certification, as long as at least one first aid certified employee is available to respond to an emergency at all times, whether on or off site.

2.0 Compulsory Training

The organization may, at its discretion, send employees to courses, conferences or seminars at the expense of the organization. Employees are required to attend compulsory training and/or professional development.

3.0 Specific Job-Related Training per Program Needs

The organization may, at its discretion, offer employees the opportunity to attend seminars, workshops, training programs, or courses that are directly job related, for the purpose of professional development and improved job performance.

4.0 Employee-initiated Professional Development

An employee desiring to attend such a seminar, workshop, training program, or course shall submit a written request to the Executive Director. The written request should include a description of the specific job-related training, time period needed to attend, and costs. The Executive Director will determine the appropriateness of the training as it directly relates to the employee's job and

extent to which the organization is prepared to contribute financially to the overall cost.

Orientation

A designate lead RECE will be responsible to be paired up with the employee for a three month period where this designated educator will mentor, support and monitor the new staff.

The Executive Director and Child Care Coordinator will;

- Review Human Resources Policies, Program Policies and Sign Offs required.
- Review of Professional Learning Resource Library.
- Provide a tour and orientation to the centre both indoors and outdoors including the playground area.
- Review the emergency evacuation procedures
- Have a discussion regarding the needs of individual children (e.g. special needs, allergies etc.)
- Review the Centre's Parent Handbook and Program Statement.
- Provide an orientation to the Ontario Child Care Licensing; Child Care Manual.

Resources and Learning Opportunities

The organization offers employees the opportunity to watch and read resources for the purpose of professional development and improved job performance through the Early Years Portal Website and the Ministry of Education's website.

A library of books is available for loan for educators and every effort will be made to provide topics that may be of interest to educators.

Frequent professional learning opportunities will be held for educators to engage in individual reflection about pedagogy and daily practice; for discussion and collaborative inquiry among staff teams; and with others in the community.

Pedagogical Lead

At North Hastings Children's Services there are two Pedagogical Leads that will support you in your role as an educator. The Early Childhood Educator Lead and the Indigenous Lead will schedule time with you for side-by-side training and are available for goal setting, pedagogical resources and strategies.

Qualification Upgrades

North Hastings Children's Services will assist and seek out opportunities for staff to take specialized early childhood education courses and work towards upgrading qualifications through distance education, apprenticeship or placement.

The Coordinator shall ensure that this policy and procedures are reviewed as follows at the child care centre:

1. With employees, before they begin their employment.
2. With volunteers or students who will be interacting with children at the child care centre, before they begin to volunteer or before they begin their educational placement.
3. With each person described in paragraph 1 or 2, at least annually after the first review and at any other time when changes are made to the policy or a procedure.