**QUEEN’S UNIVERSITY BELFAST**

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Childcare Services

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**Staff Meetings Policy**

1. Childcare Services at Queen’s is committed to providing opportunities to the childcare staff team for training and meetings. There is an all staff Training Day annually and other training events will be scheduled throughout the year in response to identified training needs.

Staff Meetings will be held throughout the year and take a variety of forms. These include:

* Staff Appraisal
* Staff Supervision
* Training
* Workshops
* Room Meetings
* Site Meetings
* Induction and Probation Meetings

There are separate Policies that outline the procedures for Training and Staff meetings:

* Safeguarding and Child Protection Policy
* Supervision and Appraisal Policy
* Staff Induction and Training

These meetings may need to be scheduled out of normal working hours in order to facilitate a staff group being together, as a result these meetings may not be compulsory but we aim to encourage a full level of staff commitment. Where this occurs staff will be given the time attended back as Time in Lieu.

These meetings are arranged to encourage: team building and effective communication, enable staff to contribute to our settings’ development, the progression of Planning and Observation, the recognition of how an individual’s work contributes to the attainment of our aims and objectives and the promotion of a common ethos of work with children and their parents.