

STAFF TRAINING AND DEVELOPMENT POLICY

This policy links to Behaviour and Code of Conduct Policy, Email, Internet and Communications Policy, Safeguarding & Child Protection Policy and Data Protection and GDPR Policy.

Introduction

Onwards 'n' Upwards aims that all of its staff fully develop in their role and achieve the highest possible standards.

Onwards 'n' Upwards will contribute to staff training and development by suggesting relevant courses, internal and external, as well as supporting staff with additional training they may require. Onwards 'n' Upwards will continue to encourage and motivate staff to continue their professional development and keep them up-to-date of training and development opportunities.

Staff will be required to fund their own training. There may also be options available locally for staff to attend free training. Onwards 'n' Upwards will do all it can to meet the training needs of staff.

Responsibilities of all Staff

The following responsibilities must be adhered to by all staff:

- inform the Director of Onwards 'n' Upwards of training needs and requests
- accept responsibility for their own professional development
- inform the Director of Onwards 'n' Upwards if they require any support with their learning
- attend directed training events relevant to their post
- be responsible for keeping up-to-date with new procedures, policies and information relating to delivery to young people
- keep up-to-date with information to support their own development and knowledge

Responsibilities of the Director and the Management Team

The Director and Management Team will ensure that all staff receive appropriate training to help improve and develop existing skills, knowledge and experience.

The Director and Management Team will:

- identify staff training needs and address these accordingly and find solutions in meeting the need.
- provide additional support to the member of staff concerned either on a one-to-one basis or through a team meeting if required.
- gain regular feedback from staff to ensure their training needs are being met.
- provide a staff induction for new staff.
- ensure all staff are aware of the policies and procedures for the company and where these can be accessed.
- carry out regular mentoring and teaching observations including one-to-one and group based learning to identify any training needs.

In-House Training

The Director will offer in-house training to cover topics such as Safeguarding and Child Protection and behaviour. Policies and procedures are in place for each of these areas.

Onwards 'n' Upwards expects its staff members to attend in-house training to keep up-to-date with relevant and new developments.

As an alternative education provider, Onwards 'n' Upwards has a duty to provide a standard of services to funders. The Director has the right to terminate services of staff if they do not attend regular in-house training opportunities provided.

Evaluation of Staff Training

In-house training courses will be evaluated to monitor their effectiveness, to ensure they are relevant and support the work being delivered to young people. Staff will be required to feedback through a short questionnaire via email or face-to-face during staff meetings or training.

First Aid Training

First Aid training will be provided depending on staff role.



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Record Keeping

All training attended by staff will be recorded on an Attendance Sheet and kept in a locked filing cabinet in the centre.

This policy is available in hard copy at the centre, electronically on Findmyshift and on the Onwards 'n' Upwards website.

This policy will be reviewed annually.

Date updated	Policy approved by	Signed
16/01/2020	Linsey Spicer	