



Staff Training & Development Policy

Reviewed	Date of Next Review	Responsibility
July 2023	July 2024	Head of HR

Our Mission:

'To enable young people to live and work without barriers'

Our Values:

- **Teamwork** – we hold ourselves and each other to account and are better when we work together
- **Compassion** – we act with trust, honesty and kindness in everything we do
- **Inclusion** – we treat each other fairly and with respect
- **Innovation** – we encourage thoughtful, creative and aspirational ideas
- **Pride** – we encourage each other to be proud of who we are and what we do

1. Introduction

- 1.1. It is the policy of the Fairfield Trust (FT) to create and identify learning and development opportunities for all staff to enable the charity to achieve its aims and objectives, whilst assisting staff to reach their potential.
- 1.2. Therefore, FT will provide advice, opportunities, facilities and budgeted financial support to enable staff:
 - to acquire the skills, knowledge and related qualifications needed to effectively perform the duties and tasks of employment
 - to develop their potential to meet the future needs of the Trust and students
 - in exceptional circumstances, to develop knowledge and skills beyond the immediate requirements of the charity
 - to support staff in meeting the responsibility for their own continuing development.
- 1.3. All training and development activities will be planned, programmed and recorded. Results will be reviewed to determine how training methods can be improved and to ensure so far as is practical, maximum benefit is obtained from the resources allocated to training.
- 1.4. Whilst training and development activities will be agreed, monitored and evaluated by the Principal, all managers are responsible for ensuring their staff receive training to improve current and future performance.
- 1.5. Training may be provided through attendance at courses, conferences, coaching, job rotation, secondment, shadowing or other suitable means. The process for all training requests is to raise this through the HR MIS system.
- 1.6. Training needs will be identified by managers during 1:1s and Yearly reviews or suggested by staff members to support their own development. Some training needs may be determined by changes in legislation.
- 1.7. This training and development policy applies to all employees, including part-time and temporary staff and respects the policies of the FT in all matters of diversity and equality.

2. Training assessment

- 2.1. Managers will be responsible for ensuring each year that training requirements are assessed for individual and collective needs within their areas of responsibility, including budgetary estimates.
- 2.2. Training needs will be identified specific to job role.

3. Induction training

- 3.1. Induction will be overseen by the Head of HR. The programme outline is at appendix A.

4. Training

- 4.1 The Trust offers a range of training, delivered by both internal and external providers and training needs will be identified during induction, 1:1s and Yearly Reviews. Training must meet the needs of the Trust, and this would have to be established through discussion between the individual and the manager responsible.
- 4.2. Some subjects will be covered on a three-year rolling programme, e.g. First Aid, with annual refresher sessions. Unqualified Young Peoples' Services staff will receive Level 3 Care Worker training. Unqualified Learning Support Staff will attend the Trust's Level 3 Award in Education and Training.
- 4.3. Any external programme agreed by the manager would then be recommended for approval following an application through the HR MIS system.

5. Payment/ time off for training

- 5.1. Staff will be allowed time off with payment whilst attending those courses determined by the Principal as being essential e.g. Teacher training, Certificate in Education for Tutors or Level 3 training for support staff.
- 5.2. Any approved training undertaken in the employee's own time will be paid at the normal hourly rate. Most other courses will not normally be paid.
- 5.3. Approved training funded by the Trust is a benefit to staff in terms of professional qualifications. Therefore, commitment is required from staff to maintain their personal development. This commitment is outlined in the recruitment process.

6. Training expenses

- 6.1. Travel and subsistence expenses will be reimbursed for all training courses arranged by the Trust. Travelling time outside normal working hours will not normally be paid unless authorised in advance by a senior manager.

If accommodation needs to be paid for in advance, this can be arranged by discussing with your line manager.

7. Training evaluation

- 7.1. An evaluation form should be completed by all staff who have attended a training course to obtain feedback on the benefits of the training undertaken. Training Evaluation Forms are available on the HR MIS system.
- 7.2. All staff attending courses will also be asked to give verbal feedback by cascading information to other staff, usually at staff training days.
- 7.3. Training will be followed up through Yearly Review meetings to ensure that the content and new skills have been embedded into work practices and procedures.

8. Governance, leadership and management development

- 8.1. This training will be identified by the SLT or may be requested by an individual to meet the needs of the organisation and for personal development. External training for managers would be approved by the Principal.
- 8.2. Induction training for Trustees will be arranged by the Head of HR and the Chair of Trustees. Any additional training required for Governance or requested by Trustees will be approved by the Chair of Trustees.

BY ORDER OF THE BOARD

Tamasin Jones
Head of HR

July 2023

The following appendices form part of this policy:

- A. General Induction
- B. Specific Induction Training

Appendix A

General Induction – all staff prior to commencing duties:

- Tour of college site and all houses if this was not done at interview
- Explain Mission Statement, values and college ethos
- Completion of Safeguarding and Prevent training (online) prior to employment start date
- Code of Conduct issued to include Low Level Concerns reporting process
- Explain student funding, inspection bodies and legislative requirements
- Issue staffing structure with explanation of roles and responsibilities
- Provide overview of SchoolPod and PeopleHR
- Issue Child and Adult Protection policies including how to report concerns and/or disclosures, identifying Designated Safeguarding Lead and Deputy Designated Safeguarding Lead
- Issue college policies and procedures, to include Staff handbook, Behaviour Policy, with information on how to access and sign. All staff must read and sign Keeping Children Safe in Education Annex B and Part 5
- H&S procedures.
- Emergency Evacuation procedures
- Fire Safety procedure and instructions
- Yearly Reviews, 1:1s and Probation process
- Where possible, new employees will "shadow" an experienced member of staff until they and managers feel confident, they are ready to work unsupervised and/or Disclosure and Barring Service (DBS) clearance is received.

Appendix B

Specific Induction Training – College Staff

- H&S – risk assessment for subject area
- Safeguarding Team and reporting process
- Timetables and sessions
- Students' individual learning programmes (ILP) and EHCP/Target setting and Review processes.
- Planning and Quality Assurance
- Role of a personal tutor and EHCP Review Process.
- Tutor team meetings
- Special responsibilities as required
- If not already achieved, all student facing support staff will undertake Level 3 training as detailed in Point 4.2.
- In addition to the above staff receive further training. Eg Medication Administration, Moving and Handling, annual online Safety and Fire Safety updates, Food Hygiene and Health & Safety.