



**A world in which Autism is celebrated.**

Registered Charity No. 1152188

## **Employment**

### **42a. Training Policy**

The aims of this policy are:

- To outline this service's commitment to full induction for new staff members and ongoing staff development and training thereafter.
- To ensure that staff development and training needs are identified and are well-planned for, well-resourced and organised efficiently and effectively with appropriate staff ratios maintained at all times.
- To ensure that all staff members are aware of the service's procedures for applying for training, that all requirements are met and that all staff members have equal access to appropriate training and development opportunities.
- To link the performance and staff development to the achievement of the service's operational and strategic goals and objectives, and its commitment to continuous improvement and quality service provision.

### **Children/Young People's needs**

Children/young people need the adults who care for them:

- To feel part of a well-functioning team.
- To have the appropriate knowledge, skills and competencies to provide their curriculum/programme and meet their wellbeing, learning and development needs safely, responsibly and according to the highest quality standards.

### **Parents'/Families' needs**

Parents/guardians need to:

- Be aware of the need and the purpose of staff training and development and the service's approach to facilitating such training and development for their staff members, both individually and as a team.
- Know that those to whom they entrust the wellbeing and development of their children/young people are appropriately inducted, trained and supported to carry out that task competently.

### **Staff needs**

Staff members need to know:

- What management expects of them in relation to welcoming new members to their team, participation in training and development opportunities and the procedures for applying for study leave.
- That there is equality of access to training and development opportunities.

## **Management needs**

Management needs to:

- Make sure everyone involved with the service is aware of the service's commitment to a positive start in the service for all new managers and staff team members, as well as ongoing staff training and development.
- Ensure that all staff members have the information they need to do their jobs competently.
- Know that they will be consulted on all matters relating to staff training and development.
- Ensure that staff training and development is well planned, well resourced and organised efficiently and effectively.
- Ensure that the appropriate training is provided to ensure a quality service.

## **Policy Statement**

### **Procedures & Practices**

#### **Induction for new staff members**

The main purposes of the induction process for new staff members are:

- To make them aware of any specific needs of any child who will be in their care.
- To clarify Sunbeam's Statement of Purpose and Function.
- To familiarise them with the service's Child Safeguarding Statement and Child Protection Policy.
- To familiarise them with the service's essential policies, procedures, routines and approach to quality and to the service's organisational structure.
- To explain the curriculum/programme approach used in the service and how play and learning experiences at Sunbeams are planned, implemented and evaluated.
- To clarify their roles and responsibilities (including record management) and those of others in the service.

The induction process is tailored to the needs of each individual new staff member, student or volunteer and the length of an induction period will depend on the experience, qualifications and role of the new staff member.

- Induction will be provided by Sunbeams Management team.
- Induction will take place at Sunbeams prior to being introduced to the children and young people and the date/time of induction will be agreed between the Manager and the new employee.
- A copy of policies and procedures will be handed out at induction and must be read and signed upon reading before directly working with the children and young people.
- If Safeguarding training is outdated training will be booked. Any new staff members that are beginning work with Sunbeams with outdated safeguarding training will be mentored and supported until training is completed. Until training has been completed the new staff member will be closely supervised.

The manager is responsible for assessing each new staff member's learning outcomes from the induction process through observation, feedback and reflection.

The induction programme will be reviewed on a regular basis to ensure it is still meeting the needs of new staff members and the service overall and will be amended if needed.

### **Ongoing training and professional development for staff members**

On an ongoing basis all staff members, including the person in charge/manager, are required to undertake certain training which is considered necessary for the efficient and effective operation of the service.

All staff members are also required to assume responsibility for their own development and training, which includes both participation in planned activities and making use of opportunities to learn when they are presented.

Staff development and training is an obligation for Sunbeams management who are responsible for identifying individual training and development needs and supporting and encouraging the staff team members.

Formal processes – induction, supervision, appraisal and training needs analyses – are used at the individual level and planning for staff development and training is carried out by the management in consultation with staff members at both individual and team levels.

Overall accountability for staff development and training rests with management.

Staff development and training provision will be regularly reviewed and evaluated to ensure that it is of good quality, relevant, effective and provides value for money.

It is the responsibility of management to ensure that trainers are competent (have the knowledge, skills, abilities and relevant qualifications where required) to give the training required and external trainers have the appropriate accreditation/certification to provide the required training.

### **Access to training for staff members**

Training priorities will be decided based on the current and evolving needs of the children, young people and families who use the service, the agreed plans and aims of the service, and ongoing developments in the early years sector related to legislation and quality practice.

Existing qualifications, skills and competencies of the staff members and planned developments at the service will also be considered when prioritising training needs.

### **Types of training and development opportunities provided:**

- Induction Process
- Supervision
- Annual Appraisals
- Individual and Group Training Events/Continuing Professional Development (CPD)
- Mentoring/Coaching
- Participation in a local Providers Network

### **Follow up to training.**

Staff members may be requested to complete a short report on any training event which they have attended. The purpose of this is to highlight key benefits and knowledge gained and to provide any further useful information.

is responsible for evaluating the impact of learning and development provided for staff members throughout the year, that is, to discuss the learning, assess improvements to performance as a result of the training and ensure that learning is shared with colleagues. This is to ensure that opportunities are being identified appropriately and the added value of the training that staff have participated in can be assessed.

### **Study leave**

When regular, trained staff members are away during hours of operation, appropriately qualified staff must be available to cover their work.

- *In all cases consideration must be given in advance to the identified training priorities, the time required, the cost and availability of relief staff, the available training budget and equal opportunities.*
- *Members of staff may not take study leave without obtaining the Manager's/Management Committee Representative's written approval prior to the leave required.*
- *Paid time off and time off in lieu (toil) should be agreed in advance of any attendance at training events.*
- *Learning priorities should be discussed between the manager and the staff member and specific learning objectives agreed. Priority will be given to learning activities (including courses) which are relevant to the objectives of the applicant's current role.*
- *Where attendance at appropriate training events (short courses, conferences, etc.) has been approved in writing, staff members are entitled to paid study leave during normal working hours.*
- *Where the request is for a long-term course (e.g. to gain a professional qualification), requests for time off will be negotiated on an individual basis. All requests for time off must be discussed with the line manager/management committee. Line managers must give due consideration to issues of equity and consistency when agreeing to release any member of staff.*
- *A post course evaluation form should be completed.*
- *All staff members requesting study leave should apply in writing.*
- *Application Forms should be submitted at least four weeks before the start of an external training course.*

### **Records and record keeping**

Training records for all staff members will be subject to General Data Protection (GDPR) requirements.

Records of Certified/Accredited training are held on each staff members file.

Parents/guardians are informed that there is a Staff Training Policy and may see it and/or receive a copy of the policy at any time upon request.

## Who Must Observe This Policy

This policy must be observed by all managers and all staff members.

## Training Expectations

Staff are expected to keep up to date with their Safeguarding, Fire Safety, First Aid and Food Hygiene certificates, all of which are funded by Sunbeams. Staff are expected to attend four meetings per year which will include group supervision, updates on policies, open discussion and cover any issues that may have arisen.

## Policy Created

This policy was adopted on	24 <sup>th</sup> Jan 2022
Policy updated	28 <sup>th</sup> April 2026
Date to be reviewed	April 2027
Signed on behalf of the management committee	
Name of Signatory Susan Carr	
Role of Signatory CEO	

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	22/08/2025
Sue Carr	28/04/2026

**Appendix 1**

**LEARNING OUTCOMES**

**Please complete this section with your manager**

(It should relate to your Personal Development Plan)

What are the key areas of knowledge and skills that you want to learn from this course?

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What do you want to be able to do differently as a result of this course?

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How will the service benefit from this course?

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Form should be returned to Susan Carr (Manager)