



## **Training Policy**

Version	2.0
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### **Policy Statement**

Day-to-day training is the responsibility of the Recruitment & Training Officer, who may draw on specialised skills and knowledge within the organisation or from external sources to advise on training matters.

### **Aims**

The aims of this policy are to:

- Provide induction training for all new employees, including relevant health and safety information.
- Provide job-specific training to all new employees and to existing employees who change roles, including health and safety information.
- Identify the longer-term development needs of employees with potential to progress and meet those needs when aligned with the needs of the Company.

### **Procedure**

#### **Induction Training**

- All new office-based staff will have an induction with the CEO.
- Ongoing support will be provided by the CEO and office staff throughout the probationary period.
- All Group Supervisors and Support Workers will receive induction training from the Recruitment & Training Officer.

#### **Mandatory Training**

The following are mandatory training courses for all Area Managers:

- Safeguarding Children
- Prevent
- Child Sexual Exploitation (CSE)
- GDPR
- Food Hygiene
- Manual Handling
- Safer Handling
- First Aid

- Administration of medication
- Epilepsy & Buccalam

Group Supervisors and selected Support Workers will also receive this training to ensure consistency across all sessions.

### **Record Keeping**

- A training matrix will be maintained for each employee, documenting all training received.
- The training matrix will be monitored regularly to identify ongoing training needs.
- All training programmes will be reviewed and updated as necessary to meet changing organisational requirements.

### **External Training and Costs**

- The Company will provide necessary training and cover associated costs.
- If an employee fails to complete training or leaves employment within one year of completing external training (except in the case of redundancy), they must reimburse training costs on a pro-rata basis.
- Employees must sign an 'Agreement to Deduct from Pay' before starting any external course, authorising the Company to recover training costs if required.