

INDUCTION AND TRAINING POLICY

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

Induction and Training Policy for Staff

1. Purpose

The purpose of this Induction and Training Policy is to ensure that all new staff members are effectively integrated into our charitable education centre and provided with the knowledge, skills, and support necessary to carry out their roles successfully. This policy outlines the procedures for staff induction and ongoing training to promote professional development and ensure compliance with our mission, values, and statutory responsibilities.

2. Scope

This policy applies to all new staff members, including teaching staff and administrative staff as well as existing staff who may require additional training or professional development.

3. Induction Process

3.1 All new staff members will be provided with an induction program that introduces them to Cresconova, including our mission, policies, and procedures. The induction process is designed to:

- Make the new staff member feel welcomed and valued.
- Ensure the staff member understands the expectations and responsibilities of their role.
- Familiarise them with Cresconova's structure, culture, and key contacts.

3.2 The key components of the induction will be as follows:

- Overview of the Centre's mission, vision, and values, as well as the roles and responsibilities of staff members.

- New staff will receive copies of the Cresconova Staff Handbook and will be required to acknowledge that they have read and fully understood its contents.
- Familiarisation with emergency procedures, fire exits, first aid procedures, and risk management protocols.
- A detailed briefing on safeguarding and child protection policies and training on identifying signs of abuse and neglect.
- The safeguarding response to children who go missing from education.
- Where relevant and required for the specific employee, training on the use of machinery and equipment at our Education Centre, to ensure safe usage. Only employees who use machinery will be provided with training on that particular piece of equipment. It is prohibited for staff to use machinery without prior training.
- Training on Cresconova's Framework, emphasising the importance of maintaining neutrality in course content to ensure balanced, unbiased, and inclusive learning experiences for all students.
- Introduction to a mentor or supervisor who will provide ongoing support during the first few weeks or months of employment.

4. Ongoing Training and Professional Development

4.1 We are committed to fostering the professional development of all staff members through continuous training and learning opportunities. Staff will receive support and encouragement to develop their skills and competencies, enabling them to meet the evolving needs of the Centre and the children we serve.

4.2 All staff members will be required to complete mandatory training, which may include:

- Safeguarding and Child Protection: Refresher training every 12 months via video/online training
- Health and Safety: Including first aid, fire safety, and manual handling as necessary. This training is mandatory for the designated first aiders (with one first aider allocated to every room of the Education Centre).
- Data Protection and GDPR: Understanding data handling and confidentiality requirements.
- Equality and Diversity: Ensuring awareness of equal opportunities and non-discriminatory practices.

4.4 A record of all training undertaken by staff members will be maintained. This record will be reviewed during staff appraisals and will help identify any further training needs.

4.5 The Designated Safeguarding Lead will receive updated child protection training at least every two years to provide them with the knowledge and skills required to carry out the role.

5. Staff Responsibilities

5.2 Staff are expected to:

- Actively participate in the induction and training process which have been assigned to them, including completing any required courses or modules.
- Apply the knowledge and skills learned during training to their role and the delivery of educational services.
- Seek feedback and request additional support when needed to improve their performance.

6. Evaluation of Induction and Training

The effectiveness of the induction and training programs will be continuously assessed through staff feedback, performance reviews, and regular monitoring of student and parent feedback. Additionally, in-class observations and reviews will be conducted to ensure that training is translating into effective teaching and learning outcomes.

Adjustments will be made to the programs as necessary to ensure they meet the evolving needs of the Centre and staff.

7. Review and Amendments

This policy will be reviewed annually to ensure its relevance and effectiveness. Any amendments or updates will be communicated to all staff.