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TRAINING AND CONTINUAL PROFESSIONAL DEVELOPMENT		

Introduction

The primary task of the Training Department is to encourage the development of skills and learning of the staff working across the Organisation in a way that maximises their ability to meet the primary task within the framework of government and organisational policy and guidance.

SJD Homes Training works to develop practice in line with National Minimum standards, National Curriculum requirements, Community of Communities (C of C) Therapeutic standards and criteria for therapeutic young adult care, with the intention of extending practice beyond these criteria where possible.

SJD Homes Continuing Professional Development (CPD) for Staff

SJD Homes strives to offer the highest quality care and treatment for traumatised young adults. Part of our model of achieving this is to ensure our staff are trained to the highest possible standards and supported in their professional registration requirements.

Further continual professional development is something we encourage in all staff. It is not the responsibility of the organisation to ensure individual staff is up to date with their training and CPD requirements but that of the individual staff members and teams — though we will try and ensure structures are in place to support people to meet their requirements. Bursaries and funding may be available from the training department along with support in finding the appropriate type of professional development. Staff can approach any member of the training committee with their identified needs.

Bursaries

SJD Homes is keen to support all staff to develop through undertaking external training which is deemed directly relevant to the work of the individual and is felt to significantly contribute to the work of the organisation and will set aside up to 10% of its annual budget to support the applications of bursaries.

All requests for funding must be submitted to the training committee in writing and be supported in writing by the applicant's line manager. The training committee will review all requests.

Bursaries may be applied for by any member of staff who has been employed at the SJD Homes for at least 12 months and who has identified an area of training outside of their regular training needs and is seeking financial support.

Bursaries awarded will be per year of study. For longer courses applicants will have to re-apply for each additional year of study.

All applications for bursaries will consider the relevance to the applicant's role, any previous application and funding awarded, expected benefit to the organisation and views of the

Applicant's Line Manager.

Any application for less than £200 may be awarded complete funding at the discretion of the training department.

The maximum amount that may be awarded will be up to 50% of the annual course costs to a maximum amount of £1000. All amounts awarded are at the discretion of the training committee.

Commitment from Staff: All staff awarded any form of funding is expected to identify ways in which their learning can be brought back to SJD Homes. This may involve co-running training sessions with another member of staff.

Furthermore, any member of staff awarded funding is expected to remain in the employment of SJD Homes for at least twelve months subsequent to the ending of the funded training. Staffs that leave during this period of time may be required to reimburse Training for the amount, or part, of the funding awarded.

Possible ways in which any staff member might meet their CPD requirements include:

- Attending internal training sessions (all staff can join any Fade Session or any other session run throughout the year)
- Visiting other organisations (SJD Homes can help arrange these visits and aims for one 'visit day' per year)
- Reading relevant professional journals/ dedicated professional magazines and websites (SJD Homes subscribes to *Community Care*, *Young adults and Young Adults Now*, *National Young adults' Bureau*, *Play Today*, *Therapeutic Communities*, *Journal of Young adult Psychotherapy* among others)
- Attending external events — conferences/workshops etc. Staff can apply for bursaries to attend relevant events.
- Using reflective spaces to develop our understanding of ourselves and our task
- Using supervision to learn about ourselves and the work
- Shadowing another team or individual within the Semi-Independent
- Outreach work experience

Individual staff should take responsibility for ensuring that the Semi-Independent's HR secretary has copies of all relevant training certificates and professional registrations.

Below we have highlighted specific areas of continuous professional development that we are aware of. This is not meant to be an exhaustive list but should encourage staff to think about how their own development fits within their team.

Group Living

- All staff working in residential young adult care is expected to undertake the Level 5 Foundation Degree. This is above and beyond the mandatory requirement to reflect the work of the Semi-Independent.
- Staff should look to visit other establishments or attend external courses as part of developing specific areas of practice.

Education Staff

- Support Staff- required holding a recognised teaching qualification and be registered with the GTP. Support Staff are required to undertake curriculum development and attend the session that makes up the Foundation Degree. They are not required to enroll as assessed students, though may do so if they wish.
- STA's - should undertake the Semi-Independents Foundation Degree and curriculum development

- TA's - should undertake the Semi-Independents Foundation Degree and curriculum development
- Drama Therapist - attending at least 2 days external conference/workshop related events
- Music Therapist - attending at least 2 days external music therapy related events
- C & A Psychotherapists
- Family therapist - monthly supervision with qualified family therapy supervisor / attendance at least 2 relevant external events twice a year
- Nurse - undertake at least 35 hours of learning activity relevant to their practice every three years and maintain a personal professional profile of their learning activity

Training Department

- Should observe externally run training sessions and undertake group/reflective training
- Should deliver at least three external training sessions per year

Managers

- All managers should be pro-active in their professional development and are expected to undertake a minimum of two days CPD per year.
- This should include clinical supervision training, some form of management training, holding a level 4 qualification (for managers in group-living). These can be provided externally and arranged by the Semi-Independent.

Social Workers

- Maintain a continuous, up-to-date and accurate record of their CPD activities
- Demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice
- Seek to ensure that their CPD has contributed to the quality of their practice and service delivery
- Seek to ensure that their CPD benefits the service user
- Upon request, present a written profile, which must be their own work and supported by evidence, explaining how they have met the standards for CPD

The above comments and suggestions are in addition to staff members ensuring they are up to date with membership of their professional body, the fees of which are the responsibility of the individual staff member.

Admin Team/ Kitchen Team/ Ancillary Staff/ Maintenance Team

As with all SJD Homes employees all support teams are supported and encouraged to undertake professional development appropriate to their role. These may include:

- developing computer skills
- food hygiene training
- training in how to use specific pieces of equipment

Procedure

Induction

Our induction training programme consists of three phases:

Phase 1 Induction training programme to meet the requirements of the care certificate prior to commencement of working alone.

Phase 2 12-week probationary period which includes completion of all mandatory training/direct observations/competency evaluations. All new employees also go out shadowing/familiarising with experienced members of staff prior to working alone. At the end of the probationary period a 12-week appraisal will be conducted with the Manager in order to assess competence. At this point, completion of the probationary period will be confirmed, and the full care certificate signed off upon successful completion of all elements. The probationary period may also be extended at this point.

Phase 3 Ongoing training and development/spot checks/regular mandatory training updates.

Agency members of staff will undertake some or all of the induction sessions. This will depend on need (previous experience and role in the Semi-Independent) and on practicalities (number of shifts and of hours, timing of shifts, length of time they remain working at the Semi-Independent). The intention is that all agency staff members undertake the full induction program, but this is not practical or proportionate in a small number of cases. Managers in Group Living and Education will make decisions in consultation with the training department, with safeguarding, support for the staff members involved and the young adults' wider needs being the priority.

Some induction information will be given to agency staff and students on placement in writing, and their understanding checked through induction meetings and supervision.

'Ongoing Training' will be provided to all new staff members working directly with the young adults on a regular basis once they complete induction training until they commence the Foundation Degree or are deemed to have an equivalent qualification. In some cases, they may complete the ongoing training program and there may be a period of time where their professional development happens through supervision and other aspects of their work while they wait for a Foundation degree cohort to start.

Accreditation/Qualification:

All staff working alongside the young adults will be qualified to a minimum Level 3 standard within three years of employment. SJD Homes Training runs its own Foundation Degree in Therapeutic Work with Young adults and Young Adults, with the University of the West of England (UWE), which we will regard as an equivalent to the NVQ Level 3 / Level 3 Diploma for the Young adults and Young Adults Workforce, having been mapped against the contents of both.

Staff appointed to the SJD Homes who already hold an appropriate or relevant qualification will be expected to undertake the three-year Foundation Degree content but not necessarily the academic assessment. It is expected that holding the Foundation Degree will be a pre-requisite for promotions within SJD Homes.

MANDATORY TRAINING

1 As part of health and safety legislation, mandatory training is undertaken on an annual basis covering restraint, health, and safety, safeguarding children, to which all staff **MUST** attend. Approved first aid and food hygiene is undertaken 3 yearly.

2 The Manager maintains a training matrix to enable them to record when staff have received mandatory training and to inform them when an individual employee's mandatory training needs to be updated.

3 If a member of staff is unable to attend the training session, then they must inform the Manager and arrange another date for attendance. If the staff member fails to attend the arranged date, then non-attendance with the staff member will be discussed.

4 If an employee fails to attend mandatory training sessions then a mandatory training letter will be sent to the employee and a meeting will be held between the employee and their Manager, to discuss non-attendance and arrange a suitable date for attendance on the next available session. It will be explained to the employee that failure to attend this next session may result in disciplinary action being instigated.

5 Upon completion of mandatory training the training matrix will be updated accordingly, and certificates issued, which is evidence of training received and the time taken.

Fire Safety

- The induction programme will ensure that all staff are aware of the organisations fire
- policies and procedures and undertake Fire Awareness training

In addition, all education and group living staff will be trained as fire marshals and will refresh this training every three years.

Safeguarding (see also the SJD HOMES Safeguarding Policy)

All staff will be trained at 'Generalist' level to a standard agreed by the SJD Homes to be an equivalent to that provided by Safeguarding Young Adults' Board (OSCB). Staff will be re-trained at a frequency of at least every two years, exceeding legal requirements to reflect the nature of our work. Those staff members that hold designated safeguarding responsibilities will be additionally trained to 'Specialist level' by the OSCB and re-trained at a frequency of at least every two years, in line with legal requirements.

The signing of policies:

All staff must read and sign a copy of the Semi-Independent's policies on young adult protection procedures and handling and restraint.

Required training for all staff involved in direct work with young adults:

a) Physical Management of young adults

All staff will be trained in the philosophy and approach of Team Teach.

Staff working directly alongside the young adults will be trained to Advanced Level Team Teach and will be required to undertake the appropriate refresher training.

b) Food Hygiene Training

All staff working with the young adults and coming into contact with food on a regular basis shall undertake Food Hygiene Training within one term of commencing employment. Refresher training will be undertaken every three years.

c) The SJD Homes Cook should be trained to the intermediate standard. The SJD Homes Cook will ensure that all care staff handling food at weekends will follow the correct procedures for safe food handling.

d) Supervision + Appraisal

e) Formal Group work with young adults.

f) First Aid training, to be refreshed every three years.

All training is principally self-monitored and recorded through contribution to:

- a) Appraisals
- b) Supervision
- c) Employee Training and development portfolios

Training department responsibilities

- a) Keeping accurate and complete records of Training delivered
- b) Oversight of Induction and Foundation assessment.

ONGOING TRAINING AND STAFF DEVELOPMENT

Employees assigned a new job role or work area will receive a familiarisation shift, which will include the necessary training on quality procedures and health and safety which is relevant to the new job role/work area, from their Manager.

Each office is responsible for coordinating training sessions which are relevant to employee's job roles and which will enhance their knowledge and develop staff to meet the changing needs of our Service Users.

Notices will be displayed on the notice board in the care office showing proposed dates, times and venues of training sessions, any staff member who is interested in attending the sessions should write their name onto the notice.

All staff will be subject to observation training annually. When an employee embarks on a training course which requires financial support from SJD Homes they will complete a training contract.

