



**Kingsleighs Equine Education Centre**

*"A specialist post 16 equine college"*

## **Staff Training & Development Policy**

<b>Reviewed</b>	<b>Date of Next Review</b>	<b>Responsibility</b>
April 2024	April 2026	Director of Equine

### **Our Mission:**

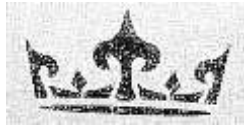
**'To allow young people equine opportunities to develop aspirations and define a future'**

### **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

### **Introduction**

- 1.1. It is the policy of Kingsleighs Equine Education Centre 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, KEEC 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 KEEC and students in exceptional circumstances, to develop knowledge and skills beyond the immediate requirements
  - to support staff in meeting the responsibility for their own continuing development.



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- 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 Director of Education, all senior management 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 Performance Management reviews or as student needs are established
- 1.6. Training needs will be identified by senior management during performance appraisal or suggested by staff members to support their own development. Some training needs will 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 KEEC in all matters of diversity and equality.

## **2. Training assessment**

- 2.1. The Senior Management Team (SMT) 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. A training schedule for the year will be prepared by the SMT informed by appraisal, organisational need and performance reviews. This process will be monitored by the SMT.

## **3. Induction training**

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

## **4. In-house training**

- 4.1. In-house training will normally be planned and arranged during the scheduled staff training day(s) periods or as determined by managers. All staff will be informed of the dates and subjects to be covered.
- 4.2. Subjects may be determined by national initiatives, funding and inspecting bodies or legislation. Some subjects will be covered on a three-year rolling



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programme, e.g. First Aid, Equality and Diversity and Safeguarding. Unqualified Learning Support Staff will receive Level 3 Teaching Assistant training. Other external trainers will be arranged by the managers responsible.

### **5. External training**

- 5.1. External training may be identified by managers at PMR meetings or may be requested by individuals. Any external courses must meet the needs of the Trust and this would have to be established through discussion between the individual and the manager responsible.
- 5.2. Any external programme agreed by the manager would then be recommended for approval following an application sent to the SMT
- 5.3. Attendance on identified external courses, such as teaching qualifications is mandatory and, in all cases, will be discussed on a case-by-case basis.

### **6. Payment/ time off for training**

- 6.1. Staff will be allowed time off with payment whilst attending those courses determined by the Directors as being essential e.g. Teacher training, Coaching, therapeutic intervention, Certificate in Education for tutors or NVQ Level 3 for support staff.
- 6.2. Any approved training undertaken in the employee's own time will be paid at normal hourly rate. Most other courses will not normally be paid.
- 6.3. Approved training funded by KEEC is a benefit to staff in terms of professional qualifications. Therefore, commitment is required from staff to maintain their personal development.

### **7. Training expenses**

- 7.1. Travel and subsistence expenses will be reimbursed for all training courses arranged by KEEC. 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 with a senior manager.

### **7. Training evaluation**

- 8.1. 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.
- 8.2. All staff attending courses will also be asked to give verbal feedback by cascading information to other staff, usually at staff training days.



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8.3. Training will also be followed up through PMR meetings to ensure that the content and new skills have been embedded into work practices and procedures.

### **8. Governance, leadership and management development**

9.1. This training will be identified by the SMT 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 Directors.

9.2. Induction training for Governors will be arranged by the HR Manager and the Chair of Governors. Any additional training required for Governance or requested by Governors will be approved by the Chair of Governors.

## **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" and college ethos
- Completion of Safeguarding and Prevent training (online) prior to employment start date
- Explain student funding, inspection bodies and legislative requirements
- Issue staffing structure with explanation of roles and responsibilities
- Issue Child and Adult Protection policies with explanation of how to report concerns and/or disclosures, identifying Designated Safeguarding Lead
- Provide college policies and procedures with information on how to access and sign
- Explain Health and Safety procedures.
- Explain emergency procedures
- Explain Fire Safety procedure and instructions
- Issue Employee Handbook
- Explain PMR, Supervision and Support 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.



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### **Appendix B**

Specific Induction Training – Tutorial Staff:

- Health and Safety – risk assessment for subject area
- Timetables and sessions
- Students' individual learning programmes (ILP) and EHCP/Target setting and Review processes.
- Session planning and observation process.
- Role of a personal tutor and EHCP Review Process.
- College tutorial system
- Tutor team meetings
- Special responsibilities as required.

### **Appendix C**

Specific and Statutory Induction Training – Support staff:

- 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 there is a statutory requirement that staff receive further training. E.g. first aid, medication administration, moving and handling, food hygiene and health & safety.