

# Oakfield School

## 20. Staff Induction, Training and Development Policy



To be Reviewed:	October 2018
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## 1. POLICY STATEMENT

Oakfield School is committed to ensuring all staff are appropriately inducted, supported and trained in their job roles to ensure best practice in care and support of pupils

## 2. PROCEDURE

On appointment, Business Manager ensures that all evidence of prior qualifications, prior learning and prior experience is checked and documents kept on the individual staff file.

Oakfield recognises the importance of induction as a key part of supporting a new member of staff's arrival at the school. A staff handbook and a working induction booklet has been produced to aid this process. It includes a range of information about working conditions in the school and residential, it provides and signposts the key policies that a new member of staff must be aware of to successfully integrate into the school.

The residential staff will be expected to work in all the houses over a significant period of time and the school staff will work in a variety of classroom settings. During this period, staff will be expected to complete a series of tasks to do with the everyday working at Oakfield School. This should start on their first day of employment and be completed within 6 months. This needs to be signed off and quality assured by a member of the SLT.

The induction workbook is designed to provide staff with:

- A clearer understanding of the work role
- Greater confidence and clarity
- An outline of essential knowledge and skills
- Recognition of developing professionalism

The workbook helps to plan, gather and record evidence of induction learning. This will be enhanced by regular supervision and monitoring by their line manager who has the responsibility for ensuring the new member of staff is supported in their development.

In addition to this the induction workbook will be access to a range of training necessary to support the new member of staff to successfully undertake their role. This will include Child Protection, Safeguarding, Team Teach, Food Hygiene and First Aid.

On the completion of the induction workbook, there will be an initial appraisal of the new staff member. This will identify a development and training plan for each individual. This in turn will be continually reviewed and monitored through regular supervisions.

Staff will be supported via in-house training and supervision from their line manager, all training needs will be logged on an individual basis and linked to pupils needs and mandatory requirements.

Oakfield School is committed to ensuring that its staff team has the skills and resources necessary to undertake the role of working with its challenging pupils. The schools Senior Leadership Team will review its training and development programme on a regular basis to ensure this.

**Qualifications**

Residential staff working within Oakfield will be expected to complete a nationally recognised qualification. The level and content of the qualification will be dependent on job role but as a general rule:

**Assistant Child Care Officer** – NVQ Level 2 Health and Social Care

**Child Care Officer** – NVQ Level 3 Health and Social Care

It is an expectation that these qualifications will be achieved within the first 2 years of appointment to the post.

**Training**

It is expected that staff working within the residential setting will complete the following training courses:

**Basic Care Training**

- Team Teach
- Safeguarding Children and Young People
- First Aid
- Level 2 Food Hygiene
- Fire Safety
- Risk Assessment

This Policy was reviewed and updated November 2016.

Signed: .....

Lee Morfitt (Chair of Governors)