



# Staff Training, Learning & Development Policy

**Policy Owner:** Bridge 2 Education & Employment

**Linked Policies/documents:** Safeguarding & Child Protection Policy, Staff Handbook, Staff Code of Conduct, Induction Handbook, Health & Safety Policy, SEND policy

**Effective Date:** June 2026

**Review Date:** June 2027

## Policy statement

Bridge 2 Education & Employment (B2EE) recognises that the quality of education, safeguarding, pastoral support and learner outcomes are directly influenced by the skills, knowledge and professional development of its workforce.

The organisation is committed to providing high-quality induction, training, coaching, supervision and continuous professional development (CPD) opportunities to ensure all staff are competent, confident and appropriately qualified to undertake their roles.

B2EE is committed to developing a highly skilled workforce capable of meeting the complex educational, social, emotional, behavioural and safeguarding needs of the young people accessing the provision.

Training is viewed as an essential component of safeguarding, quality assurance, workforce development and continuous improvement.

## **Purpose**

This policy aims to:

- Ensure staff possess the skills required to undertake their role safely and effectively.
- Promote a culture of continuous professional development.
- Meet statutory training requirements.

- Support safeguarding compliance.
- Improve learner outcomes.
- Support succession planning.
- Develop leadership capacity.

## **Scope**

This policy applies to:

- Directors
- Provision Managers
- SENCOs
- Tutors
- Careers Guidance Staff
- Learning Support Staff
- Volunteers
- Agency Staff
- Contractors working directly with learners

All individuals working with learners are expected to participate in mandatory training.

## **Training Principles**

B2EE believes that training should be:

### **Relevant**

Directly linked to learner needs and service delivery.

### **Continuous**

Delivered throughout employment rather than as a one-off activity.

### **Evidence Based**

Reflecting current legislation, guidance and best practice.

### **Safeguarding Focused**

Supporting the safety and wellbeing of learners.

### **Evaluated**

Measured for impact on practice and outcomes.

## **Induction Training**

All new staff will complete an induction programme before working independently with learners.

Induction includes:

### **Organisation Overview**

- Vision and values
- Organisational structure
- Policies and procedures
- Staff expectations

### **Safeguarding**

- Safeguarding Policy
- Child Protection Procedures
- KCSIE Part One
- CPOMS Training
- Online Safety
- Prevent Duty
- FGM Awareness
- Child-on-Child Abuse
- Attendance as Safeguarding

### **Behaviour & SEND**

- Behaviour Policy
- Positive Behaviour Support
- Trauma-Informed Practice
- SEND Procedures
- EHCP Understanding

### **Health & Safety**

- Fire Safety
- First Aid Arrangements
- Lone Working
- Educational Visits
- Risk Assessments

### **Curriculum & Assessment**

- AQA Unit Awards
- Functional Skills
- Learner Tracking Systems
- Quality of Education

## Mandatory Training Matrix

### Annual Mandatory Training

All Staff:

Training	Frequency
Safeguarding & Child Protection	Annual
KCSIE Update	Annual
Online Safety	Annual
Prevent Duty	Annual
FGM Awareness	Annual
Child Criminal Exploitation (CCE)	Annual
Child Sexual Exploitation (CSE)	Annual
County Lines Awareness	Annual
Child-on-Child Abuse	Annual
Mental Health Awareness	Annual
Equality & Diversity	Annual
SEND Awareness	Annual
Professional Boundaries	Annual
Whistleblowing	Annual
Data Protection (GDPR)	Annual
Attendance as Safeguarding	Annual
Missing Child & CME Procedures	Annual
Behaviour Management	Annual
Trauma-Informed Practice	Annual
Health & Safety	Annual
Fire Safety	Annual

### Role Specific Training

#### Provision Manager

Additional Training:

- DSL Training
- Advanced Safeguarding
- Prevent Lead Training
- Channel Awareness
- Safer Recruitment
- Quality Assurance
- Leadership & Management

- Attendance Strategy
- Complaints Management
- Health & Safety Management

## **SENCO**

Additional Training:

- SENCO Accreditation
- Annual Reviews
- EHCP Compliance
- SEND Code of Practice
- Transition Planning
- Exam Access Arrangements

## **Careers Guidance Tutor**

Additional Training:

- Gatsby Benchmarks
- Careers Leader Training
- Labour Market Information
- CEIAG
- Destination Tracking

## **Tutors**

Additional Training:

- AQA Unit Awards
- Functional Skills
- Positive Behaviour Support
- Relational Practice
- Differentiation

## **8. Safeguarding Training Programme**

Safeguarding remains the highest training priority within B2EE.

Training covers from an external provider at Level 2:

### **Abuse Recognition**

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

### **Contextual Safeguarding**

- County Lines
- Serious Youth Violence
- Criminal Exploitation
- Sexual Exploitation
- Missing Education

### **Online Safety**

- Content Risks
- Contact Risks
- Conduct Risks
- Commerce Risks
- AI Risks
- Deepfakes

### **Mental Health**

- Self-Harm
- Suicide Awareness
- Trauma
- Emotional Regulation

### **Training Delivery**

Training may be delivered through:

- Face-to-face sessions
- Online courses – Edu Care/TES
- External providers
- Team meetings
- Workshops
- Coaching
- Supervision
- Conferences
- Professional networks

### **Staff are provided with:**

- Weekly CPD
- Leadership Development
- Safeguarding Updates
- SEND Training
- Teaching & Learning Development

All staff are expected to participate in weekly professional development activities.

## **Supervision & Professional Development**

Staff receive:

### **Formal Supervision**

Minimum termly.

### **Performance Reviews**

Annually.

### **Professional Development Meetings**

Half-termly.

These meetings identify:

- Training needs
- Career aspirations
- Development opportunities
- Succession planning requirements

## **12. Training Records**

The Provision Manager maintains a Training Matrix which records:

- Training completed
- Expiry dates
- Refresher requirements
- Qualifications held

Training compliance is monitored monthly and provides termly dashboard overview for Directors.

## **Quality Assurance**

Training effectiveness is evaluated through:

- Observation of practice
- Learner outcomes
- Audits
- Staff feedback
- Safeguarding reviews
- Quality assurance visits

Training is reviewed following:

- Policy changes
- Legislative changes

- Safeguarding incidents
- Staff requests
- In line with pupil needs

### **Equality of Access to Training**

All staff will have equitable access to training and development opportunities.

Reasonable adjustments will be made where required.

Training opportunities will not be restricted based on:

- Age
- Sex
- Disability
- Ethnicity
- Religion
- Sexual Orientation
- Any protected characteristic

### **Monitoring & Governance**

The Provision Manager is responsible for ensuring:

- Staff remain compliant with mandatory training.
- Training records are maintained.
- Training needs are identified.
- Workforce development is effective.

Training compliance will be reviewed:

#### **Monthly**

Training Matrix Review

#### **Termly**

Quality Assurance Review

#### **Annually**

Workforce Development Audit

#### **Policy Approval**

**Policy Owner:** Bridge 2 Education and Employment

**Approved by:** Director of Operations

**Date Approved:** June 2026

**Next Review Date:** June 2027













**APPENDIX 1 – Annual Training Schedule**

# ANNUAL TRAINING SCHEDULE

**Building Knowledge. Strengthening Practice.**

Every Day Matters. Every Child Matters.

**A YEAR OF CONTINUOUS LEARNING TO SUPPORT SAFE, INCLUSIVE AND HIGH-QUALITY PRACTICE AT B2**

<p><b>SEPTEMBER</b></p>  <ul style="list-style-type: none"> <li>• Full Safeguarding Update</li> <li>• <b>KCSIE Update</b></li> <li>• Prevent</li> <li>• Online Safety</li> <li>• Attendance &amp; CME</li> </ul>	<p><b>OCTOBER</b></p>  <ul style="list-style-type: none"> <li>• <b>Behaviour Management</b></li> <li>• Trauma-Informed Practice</li> </ul>	<p><b>NOVEMBER</b></p>  <ul style="list-style-type: none"> <li>• SEND &amp; EHCP Compliance</li> </ul>	<p><b>DECEMBER</b></p>  <ul style="list-style-type: none"> <li>• <b>First Aid Refresher</b></li> <li>• Health &amp; Safety</li> </ul>
<p><b>JANUARY</b></p>  <ul style="list-style-type: none"> <li>• Child Criminal Exploitation (CCE)</li> <li>• Child Sexual Exploitation (CSE)</li> <li>• County Lines</li> </ul>	<p><b>FEBRUARY</b></p>  <ul style="list-style-type: none"> <li>• Mental Health &amp; Self-Harm</li> </ul>	<p><b>MARCH</b></p>  <ul style="list-style-type: none"> <li>• <b>Equality &amp; Diversity</b></li> <li>• Cultural Competency</li> </ul>	<p><b>APRIL</b></p>  <ul style="list-style-type: none"> <li>• <b>Quality of Education</b></li> <li>• Curriculum Development</li> </ul>
<p><b>MAY</b></p>  <ul style="list-style-type: none"> <li>• Assessment &amp; Accreditation</li> </ul>	<p><b>JUNE</b></p>  <ul style="list-style-type: none"> <li>• Careers Education &amp; Gatsby Benchmarks</li> </ul>	<p><b>JULY</b></p>  <ul style="list-style-type: none"> <li>• Annual Compliance Review</li> <li>• Lessons Learned &amp; Policy Updates</li> </ul>	<p><b>ONGOING</b></p>  <ul style="list-style-type: none"> <li>• <b>Weekly CPD Sessions</b></li> <li>• Supervision &amp; Coaching</li> <li>• <b>Policy Updates</b></li> <li>• <b>Safeguarding Updates</b></li> <li>• Reflect. Learn. Improve.</li> </ul>

**Investing in our people means better outcomes for our learners.**  
We Learn. We Grow. We Make a Difference.

## **APPENDIX 2 – Training Needs Analysis Template**

### **Staff Member Details**

<b>Information</b>	<b>Details</b>
Employee Name	
Job Title	
Site/Location	
Line Manager	
Date of Review	
Review Period	
Next Review Date	

### **Section 1 – Current Qualifications & Training**

<b>Qualification / Training</b>	<b>Date Completed</b>	<b>Expiry Date</b>	<b>Up to Date?</b>
Safeguarding & Child Protection			<input type="checkbox"/> Yes <input type="checkbox"/> No
KCSIE Update			<input type="checkbox"/> Yes <input type="checkbox"/> No
Prevent Duty			<input type="checkbox"/> Yes <input type="checkbox"/> No
Online Safety			<input type="checkbox"/> Yes <input type="checkbox"/> No
FGM Awareness			<input type="checkbox"/> Yes <input type="checkbox"/> No
First Aid			<input type="checkbox"/> Yes <input type="checkbox"/> No
SEND Awareness			<input type="checkbox"/> Yes <input type="checkbox"/> No
Behaviour Management			<input type="checkbox"/> Yes <input type="checkbox"/> No
Equality & Diversity			<input type="checkbox"/> Yes <input type="checkbox"/> No
GDPR/Data Protection			<input type="checkbox"/> Yes <input type="checkbox"/> No
Missing Child & CME			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No

### **Section 2 – Review of Current Role**

**What aspects of your role do you feel most confident undertaking?**

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**What aspects of your role would you like further support or training with?**

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### Section 3 – Safeguarding Training Needs

Please rate your confidence level:

Area	High	Medium	Low
Safeguarding Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CPOMS Recording	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Protection Referrals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Criminal Exploitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Sexual Exploitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prevent & Radicalisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance as Safeguarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Missing Child Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Additional Safeguarding Development Required

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### Section 4 – Teaching & Learning Development

Please identify any areas where additional support would be beneficial:

- Curriculum Planning
- Assessment
- Functional Skills Delivery
- AQA Unit Awards
- SEND Strategies
- EHCP Outcomes

- Behaviour Support
- Trauma-Informed Practice
- Careers Education
- Gatsby Benchmarks
- Employability Skills
- Quality of Education
- Differentiation
- Other

Details:

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### **Section 5 – Leadership & Management Development**

(Where applicable)

Please identify future development interests:

- Team Leadership
- Supervision
- Safeguarding Leadership
- DSL Training
- Quality Assurance
- Compliance
- Curriculum Leadership
- SENCO Development
- Coaching & Mentoring
- Strategic Leadership

Project Management

Other

Details:

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### **Section 6 – Career Aspirations**

**What are your career goals over the next 12–24 months?**

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**Are there any qualifications or training programmes you would like to undertake?**

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### **Section 7 – Organisational Priorities**

The following organisational priorities should be considered when identifying training needs:

Safeguarding

Attendance

SEND

Quality of Education

Functional Skills

Careers & Gatsby Benchmarks

Alternative Provision Standards

Mental Health

Behaviour & Relationships

- Compliance
- Local Authority Commissioning Standards
- Other

### **Section 8 – Agreed Training Plan**

**Development Need Action Required Timescale Lead Person**

### **Section 9 – Success Measures**

How will we know the training has had impact?

- Improved confidence
- Improved practice
- Better learner outcomes
- Increased compliance
- Improved attendance
- Improved behaviour
- Enhanced safeguarding practice
- Leadership development
- Quality assurance outcomes
- Other

Details:

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### **Section 10 – Review of Impact**

(To be completed at next supervision/appraisal)

**Training Completed Impact on Practice Further Action Required**

**Staff Declaration**

I have participated in this Training Needs Analysis and understand the agreed development actions.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager Declaration**

I have reviewed the employee's training and development needs and agree to support the actions identified within this document.

**Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

