



Training Policy 2026/28

Effective Date: 1st September 2026

Last Reviewed: June 2026

Reviewed By: The Open Door Academy Team

Next Review Date: July 2028

Version: 2

The provision of staff development is the most effective method of ensuring that staff are fully prepared to meet the demands of their posts. It is available to all staff based on a careful assessment of their individual needs and the needs of The Open Door Academy.

Aims:

- To raise the quality of professional knowledge, skills and understanding and, ultimately, the quality of teaching and learning
- To give all staff equal access to development opportunities
- To ensure that the knowledge, skills and understanding of staff meets the needs of The Open Door Academy
- To enable staff to develop professionally
- To raise awareness to external changes and provide opportunities for staff to adopt them
- To maximise the use of staff

Objectives

- To use the existing expertise, specialism and experience within the staff
- To use outside agencies when appropriate
- To recognise the training needs of The Open Door Academy
- To recognise statutory training requirements determined by new initiatives and renewal

Key roles and responsibilities

- The Directors are responsible for overseeing the administration of CPD and training at a strategic level
- Members of staff are responsible for identifying their own training needs in response to their own practice Identifying needs

Individual

- These should be identified as part of the performance management process, and by the member of staff in response to their own practice.
- Individuals should also consider their longer term career aspirations and identify needs arising from these.

Organisation

- CPD provision will allow staff to develop skills and competencies progressively with reference to Teachers' Standards, Leadership Programmes & competency descriptions for Teaching Assistants, Business Managers etc
- Quality assurance mechanisms will ensure that provision is of a consistently high standard.
- CPD will provide value for money
- Effective evaluation and monitoring of CPD will inform the quality of CPD.

Training requirements will be met in the following ways:

- TODA based provision (including 5 training days)
- Courses provided by outside agencies
- Private training
- Outside agencies providing expertise to lead staff meetings where appropriate
- Use of existing staff expertise
- Research opportunities
- Coaching and mentoring

Training will be provided using a reasonable balance of the following criteria:

- Statutory priorities
- The Open Door Academy priorities
- Personal priorities
- Financial constraints
- Staffing constraints

Leadership and Management of CPD

- The Directors will discuss with staff the likely budgetary implications of addressing these needs
- CPD issues will be addressed meetings
- There are robust, transparent arrangements for accessing CPD that is known to all staff
- Performance Management provides an opportunity for annual discussions between staff and a Senior Leaders to discuss the following within the context of The Open Door Academy priorities:
 - Needs and aspirations
 - Methods of accessing CPD provision and funding
 - Accreditation opportunities
 - Ways of disseminating training

Evaluation of CPD activities

In order to ensure that training activities are efficacious to staff and pupils, CPD activities will be evaluated on an individual and provision basis.

Evaluations will measure the following:

- Pupil and school attainment
- Improved teaching and learning
- Increased pupil understanding and enthusiasm
- Increased staff confidence
- Recruitment, retention and career progression/promotable staff

Training Policy 2025/26



Evaluations will take place with the following frequency:

- Staff members will evaluate individual CPD and training activities as they undertake them
- Staff members are responsible for disseminating relevant professional development to the school community
- The Directors will evaluate whole provision CPD and training annually.

National College annual Training expectations:

Course	Annual training	Staff required
Safeguarding incl KCSIE	required	All Staff
Restrictive Interventions	required	All Staff
GDPR/Data Protection	required	All Staff
PREVENT	required	All Staff
Safer recruitment	required	SLT only
Food Hygiene	required	All Staff
First aid	required	All Staff
Professional Qualifications	required	Teachers only
Fire Safety training	required	All Staff
DSL	required	SLT only