



Training Policy.

Policy Headings	Training Policy
<i>Introduction</i>	<p>We are committed to encouraging all staff and volunteers to develop their learning and skills through completing appropriate training. The training needs of all staff and volunteers should be identified during induction, supervision, and appraisal.</p> <p>We also appreciate and respect the skill's that new staff are able to bring into the setting and will try to work in away that is beneficial to your skill set with the student's interest being our top priority.</p>
<i>Compulsory Training for all staff and volunteers</i>	<p>On joining the Elite Studio (EA) Ltd all staff and volunteers will need to complete the following training:</p> <ul style="list-style-type: none"> -Safeguarding every 3 years, New legislation to be reviewed when updates are available -First Aid every 3 years -Health and Safety, New legislation to be reviewed when updates are available -Fire Safety -Staff will be appointed relevant training to their role and students attending via online portal. <p>Additional training will be required dependant on job role.</p>
<i>Supervision</i>	<p>There will be regular supervisions for staff with their manager.</p> <p>These will be daily to help support safeguarding.</p> <p>Supervision is important because:</p> <ul style="list-style-type: none"> -It identifies any gaps in knowledge or skills and appropriate training can be arranged -It provides the staff member with feedback on their performance -The staff member can share any difficulties or concerns. <p>New staff members are to have a 6 week, 12 week and 6 month review. This will help to highlight strength's and weaknesses with need for development. Also checking in their mental health and wellbeing.</p>
<i>Appraisal</i>	<p>All staff will have a yearly appraisal. The appraisal will highlight areas of strength, as well as those for development. The aim of the appraisal is to help maintain motivation, support the development of skills and experience and continue to improve performance.</p> <p>The appraisal will:</p> <ul style="list-style-type: none"> -recognise success and achievements -allow the staff member to share ideas and concerns -allow the staff member and manager to reflect on practice in terms of performing the job role and adhering to policies and procedures -identify developmental needs and training opportunities

<i>Training Log</i>	<p>Training Logs will be completed to monitor when staff and volunteers have completed compulsory training and to set a date for when this needs renewing. This will ensure that all staff and volunteers keep their safeguarding training updated.</p> <p>All training will be documented via our online training portal where we are able to track progress.</p>
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<p>Name: Keri Wooden</p> <p>Signed: KW</p> <p>Manager Name: Keri Wooden</p> <p>Date: 20/02/2026</p> <p>Date for review: 20/02/2027</p>

Training Log

