**2. Training & Supervision Policy**

**Purpose:** The purpose of this Training & Supervision Policy is to ensure that all volunteers at FASS are equipped with the necessary knowledge, skills, and guidance to perform their roles effectively and safely. This policy establishes a structured training and supervision framework that supports volunteer development while maintaining high service standards.

**Scope:** This policy applies to all FASS volunteers, supervisors, and relevant staff members involved in training and supporting volunteers.

**Key Principles:**

1. **Induction & Initial Training**
   * All new volunteers will receive a structured induction covering FASS's mission, values, policies, and procedures.
   * Mandatory training will include safeguarding, confidentiality, health & safety, and data protection.
   * Volunteers in specialized roles will receive additional role-specific training as required.
2. **Ongoing Training & Development**
   * Volunteers will have access to continuous learning opportunities, including refresher training, skills development workshops, and external training programs.
   * Training needs will be assessed regularly to ensure volunteers remain confident and competent in their roles.
3. **Supervision & Support**
   * Each volunteer will be assigned a supervisor who will provide ongoing guidance, monitor progress, and address any concerns.
   * Regular one-to-one supervision meetings will be conducted to offer feedback, review performance, and discuss any challenges faced by the volunteer.
   * Volunteers will be encouraged to participate in peer support networks to share experiences and learn from others.
4. **Performance & Accountability**
   * Supervisors will provide constructive feedback and support volunteers in addressing any areas for improvement.
   * If a volunteer requires additional support, a development plan will be put in place to help them meet their responsibilities effectively.
   * Volunteers must adhere to training and supervision requirements to ensure quality service delivery and compliance with FASS policies.

**Acknowledgment & Agreement:** By signing below, the volunteer agrees to participate in training and supervision as required by FASS.

**Volunteer Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_