

Staff Development and Continuing Professional Development (CPD) Policy and Procedures

Policy Name	Staff Development & CPD Policy
Site	Birmingham
Version	1.0
Approved By	Director / DSL
Date Reviewed & Confirmed	18 January 2026
Next Review Due	January 2027

1. Introduction

Empowering Futures is committed to the continuous professional development (CPD) of all staff in order to maintain high-quality, safe, effective, and compliant provision for children, young people, and adults. We recognise that staff are our most valuable resource and that ongoing development is essential to safeguarding, learner outcomes, staff wellbeing, and organisational improvement.

This policy sets out how staff development and CPD are planned, delivered, recorded, monitored, and reviewed in line with Local Authority (LA) expectations, statutory guidance, awarding-body requirements, and best practice within Alternative Provision, SEND, post-16 education, and training environments.

2. Scope

This policy applies to:

- All teaching staff
- Support staff and teaching assistants
- Managers and senior leaders
- Designated safeguarding personnel
- Session tutors, visiting professionals, contractors, and volunteers (where applicable)

CPD requirements apply regardless of employment status (permanent, fixed-term, sessional, agency, or voluntary).

3. Legal and Regulatory Framework

This policy aligns with:

- Keeping Children Safe in Education KCSIE – 2025
- Working Together to Safeguard Children
- The Education Act 2002
- Children Acts 1989 and 2004
- Equality Act 2010
- Health and Safety at Work Act 1974
- SEND Code of Practice (0–25)
- Prevent Duty Guidance
- UK GDPR and Data Protection Act 2018
- Local Authority Alternative Provision frameworks and commissioning requirements
- Awarding-body centre approval, standardisation, and quality assurance requirements
- Ofsted Education Inspection Framework (where applicable)

4. Aims of the CPD Policy

The aims of this policy are to:

- Ensure all staff are competent, confident, and suitably trained for their role
- Maintain the highest standards of safeguarding and learner welfare
- Ensure full compliance with LA, statutory, and awarding-body requirements
- Promote reflective practice and continuous professional improvement
- Support staff wellbeing, retention, and career progression
- Ensure all teaching content is accurate, current, and aligned to industry and curriculum standards
- Improve learner engagement, outcomes, and progression

5. Principles of Effective CPD

Empowering Futures ensures that CPD is:

- Relevant to staff roles, learner needs, and provision type
- Safeguarding-led and risk-informed
- Aligned with organisational priorities and LA expectations
- Inclusive, accessible, and proportionate
- Ongoing rather than one-off
- Monitored and evaluated for impact on practice and outcomes

6. Roles and Responsibilities

6.1 Director / Senior Leadership

- Set the strategic direction for staff development and CPD
- Ensure adequate resources, time, and funding are allocated for CPD
- Ensure statutory and mandatory training requirements are met
- Monitor CPD impact as part of organisational quality assurance

6.2 Designated Safeguarding Lead (DSL)

- Ensure safeguarding training is current, effective, and compliant
- Deliver or coordinate safeguarding and Prevent updates
- Identify safeguarding-related CPD needs following audits or incidents
- Maintain safeguarding training records

6.3 Centre Managers / Line Managers

- Identify individual CPD needs through supervision, appraisal, and observation
- Ensure staff complete mandatory and role-specific training
- Support staff access to appropriate development opportunities
- Monitor and evaluate the impact of CPD on practice

6.4 Staff

- Take responsibility for maintaining their own professional competence
- Attend mandatory and agreed CPD activities
- Keep subject knowledge and practice up to date
- Apply learning to day-to-day practice
- Maintain accurate CPD evidence and records

7. Mandatory Training Requirements

All staff must complete and regularly refresh the following mandatory training, in line with statutory guidance, Local Authority expectations, and organisational risk assessments:

- Safeguarding Children and Vulnerable Adults (including local thresholds, reporting routes, and contextual safeguarding)
- Keeping Children Safe in Education (KCSIE) – annual update and confirmation of understanding
- Prevent Duty and Radicalisation Awareness
- Health and Safety at Work
- Fire Safety and Emergency Procedures
- First Aid (Emergency or Paediatric, role-dependent)
- Behaviour Management, De-escalation, and Positive Handling (where applicable)
- Equality, Diversity, and Inclusion
- SEND Awareness and Reasonable Adjustments
- Mental Health and Emotional Wellbeing Awareness
- Data Protection, GDPR, and Confidentiality

- Online Safety and IT Acceptable Use

Mandatory training is refreshed at least annually or sooner where guidance, legislation, risk, or LA requirements change.

Failure to complete mandatory training may result in restriction of duties, additional supervision, or suspension from delivery until compliance is achieved.

8. Role-Specific CPD and Subject Specialism Currency

In addition to mandatory training, staff undertake role-specific and subject-specialist CPD to ensure that all teaching, support, and guidance provided to learners is accurate, current, and reflective of best practice.

Depending on role, CPD may include:

- Trauma-informed and attachment-aware practice
- SEMH strategies and emotional regulation support
- Autism and neurodiversity-informed practice
- Teaching, learning, and assessment strategies
- Functional Skills English and Maths delivery
- Vocational and industry-specific updates
- Awarding-body assessment and standardisation training
- Mental Health First Aid
- Leadership, supervision, and management training

All teaching staff and vocational tutors are required to maintain up-to-date subject and industry knowledge. This includes:

- Keeping abreast of changes to qualification specifications and assessment criteria
- Attending industry training, workshops, or professional events
- Engaging with awarding-body updates and standardisation activity
- Maintaining relevant professional memberships or licences (where applicable)
- Ensuring teaching content reflects current legislation, guidance, and industry standards

Staff must evidence subject-specialism CPD to demonstrate that learning delivered is accurate, current, and fit for purpose.

9. CPD Planning and Appraisal

CPD is planned and reviewed through:

- Structured induction processes
- Annual appraisal and performance review
- Termly supervision meetings
- Observation and learning walk feedback
- Safeguarding audits and reviews

- LA monitoring visits and awarding-body feedback

Each staff member will have an Individual CPD Plan outlining:

- Identified development needs
- Agreed training and development activities
- Timescales and responsibilities
- Review and evaluation dates

10. Induction Training

All new staff receive a structured induction prior to working unsupervised. This includes:

- Safeguarding policies and reporting procedures
- Code of Conduct and professional expectations
- Behaviour management and positive handling
- Health and safety arrangements
- Role-specific duties and boundaries
- Recording, reporting, and escalation procedures

11. Methods of CPD Delivery

CPD may be delivered through:

- In-house training and briefings
- External courses, qualifications, and workshops
- Online learning platforms
- Team meetings and safeguarding updates
- Peer mentoring and coaching
- Shadowing and observation
- Supervision and reflective practice

12. Recording and Monitoring CPD

Empowering Futures maintains:

- A central CPD and training matrix
- Individual CPD logs and portfolios
- Certificates, attendance registers, and evidence files

Records are monitored by senior leaders and made available for:

- Local Authority audits and monitoring visits
- Awarding-body quality assurance and standardisation
- Safeguarding inspections
- Internal quality assurance reviews

13. Evaluating Impact of CPD

The impact of CPD is evaluated through:

- Observation of staff practice
- Learner engagement, progress, and outcomes
- Staff self-reflection and feedback
- Supervision and appraisal discussions
- Quality assurance findings
- Safeguarding audits and incident reviews

CPD that does not demonstrate impact may be revised or replaced.

14. Equality and Accessibility

CPD opportunities are provided equitably. Reasonable adjustments will be made to ensure staff with disabilities or additional needs can access training fully.

15. Non-Compliance

Failure to engage with mandatory or agreed CPD may result in:

- Additional supervision and support
- Temporary restriction of duties
- Formal capability or disciplinary procedures

16. Review and Monitoring

This policy is reviewed annually or sooner where:

- Statutory or safeguarding guidance changes
- Local Authority requirements are updated
- Awarding-body expectations change
- Safeguarding incidents or audits identify training gaps

17. Approval and Review

Approved by: Director / Senior Leadership Team

Review cycle: Annual

Next review due: January 2027