



Woodland Pathways

Staff Training & Development Policy

**Date created or revised: 0925
Date of next review: 0926**

1. Policy Statement

Woodland Pathways is committed to ensuring that all adults involved in the provision are appropriately trained, supported, supervised and competent to deliver safe, inclusive and high-quality alternative provision.

We recognise that many learners attending Woodland Pathways may have SEND, SEMH needs, trauma-related barriers, anxiety, reduced engagement with education or additional vulnerabilities. Staff training and development is therefore central to safeguarding, quality assurance, risk management and positive learner outcomes.

Woodland Pathways ensures that training is:

- Statutory and compliant
- Role-specific and proportionate
- Safeguarding-led
- Responsive to learner need
- Recorded and available for commissioner assurance

2. Scope

This policy applies to:

- Self-employed practitioners
- Sessional workers
- Volunteers
- Provision Leads
- DSL / safeguarding staff
- Any adult delivering or supporting Woodland Pathways provision

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Staff Code of Conduct
- SEND Policy
- Behaviour & Relationships Policy
- Risk Assessment Policy
- Lone Working Policy
- First Aid & Medical Procedures Policy
- Equality, Diversity & Inclusion Policy
- Visitor Code of Conduct

3. Legal and Statutory Framework

This policy is informed by:

- Keeping Children Safe in Education
- Working Together to Safeguard Children
- Children and Families Act 2014
- SEND Code of Practice 2015
- Equality Act 2010
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Norfolk and Suffolk safeguarding partnership expectations
- Norfolk and Suffolk alternative provision / commissioning expectations

4. Aims

Woodland Pathways aims to:

- Ensure all adults understand their safeguarding responsibilities
- Ensure learners are supported by skilled, confident and reflective practitioners
- Provide evidence to commissioners that staff are competent and appropriately trained
- Support high-quality SEND, SEMH and trauma-informed practice
- Maintain safe outdoor, off-site and 1:1 provision
- Promote consistent standards across all practitioners and volunteers
- Identify and address training gaps promptly
- Embed a culture of continuous professional development and reflective practice

5. Training Principles

Training at Woodland Pathways is based on the following principles:

5.1 Safeguarding First

All training reinforces that safeguarding is everyone's responsibility.

5.2 Needs-Led

Training is responsive to the needs, risks and profiles of learners currently attending the provision.

5.3 Commissioner Assurance

Training records are maintained and can be shared with commissioning schools or Local Authorities where appropriate.

5.4 Reflective Practice

Staff are supported to reflect on practice, incidents, learner engagement and professional development.

5.5 Continuous Improvement

Learning from incidents, near misses, supervision, policy updates and commissioner feedback informs future training.

6. Roles and Responsibilities

6.1 Provision Lead / Leadership

The Provision Lead is responsible for:

- Ensuring this policy is implemented
- Maintaining the staff training matrix
- Checking training is current and appropriate
- Ensuring induction is completed before unsupervised work begins
- Reviewing training needs following incidents or changes in learner profile
- Providing evidence of training to commissioners where required

6.2 Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Ensuring safeguarding training is current and compliant
- Providing safeguarding updates to staff and practitioners
- Ensuring staff understand reporting and escalation routes
- Identifying safeguarding-related training needs
- Supporting staff to understand vulnerabilities linked to SEND, SEMH and trauma

6.3 Practitioners, Sessional Workers and Volunteers

All adults must:

- Complete required induction and training
- Keep training certificates up to date
- Apply learning in practice
- Read and re-sign key policies annually
- Inform leadership if they feel further training is needed
- Participate in supervision, reflective practice and reviews

6.4 External Training Providers

Where appropriate, Woodland Pathways may use external providers for:

- Safeguarding
- First aid
- SEND
- Mental health
- Outdoor learning
- Fire/tool safety
- Behaviour and de-escalation
- Specialist interventions

7. Induction Training

All new practitioners, sessional workers and volunteers must complete induction before beginning direct work with learners, or before working without close supervision.

Induction includes:

- Safeguarding procedures
- Staff Code of Conduct
- Professional boundaries
- Behaviour & Relationships approach
- SEND and SEMH overview
- Risk assessment procedures
- Lone working expectations
- First aid and emergency procedures
- Site safety and outdoor practice
- Confidentiality and data protection
- Whistleblowing and low-level concerns
- EDI expectations
- Online safety and device use

Induction must be recorded on the **Staff Induction Checklist** and signed by both the staff member and induction lead.

8. Mandatory Training Requirements

All staff and practitioners must complete mandatory training relevant to their role.

8.1 Safeguarding and Child Protection

Training must include:

- Recognising abuse and neglect
- How to respond to disclosures
- Reporting concerns
- Child-on-child abuse
- Sexual violence and harassment
- Exploitation and contextual safeguarding
- Online safety risks
- Low-level concerns
- Whistleblowing
- Prevent duty

Safeguarding training must be refreshed at least annually.

8.2 DSL Training

The DSL must complete specialist DSL training in line with safeguarding partnership expectations and refresh this at the required interval.

DSL training should include:

- Managing referrals
- Multi-agency working
- LADO procedures
- Allegations against adults
- Record keeping
- Escalation and professional challenge
- Safeguarding children with SEND and additional vulnerabilities

8.3 SEND and SEMH Training

All staff must receive training appropriate to the needs of learners, including:

- SEND Code of Practice overview
- Four areas of SEND need
- EHCP awareness
- Reasonable adjustments
- Communication and interaction needs
- Autism and neurodiversity
- Sensory regulation
- SEMH needs
- Trauma-informed practice
- Anxiety and emotionally based school avoidance

8.4 Behaviour, Regulation and Relationships

Training must support Woodland Pathways' relational model and include:

- Behaviour as communication
- De-escalation strategies
- Co-regulation and emotional regulation
- Restorative practice
- Professional boundaries
- Positive behaviour support
- Avoiding punitive or shaming responses

8.5 Health & Safety and Risk Assessment

Training must include:

- Site safety
- Outdoor hazards
- Dynamic risk assessment
- Accident and incident reporting
- Emergency procedures
- Safe use of equipment
- Weather and environmental risk
- Off-site and community-based provision

8.6 First Aid and Medical Awareness

Appropriate staff must hold valid first aid training.

Training may include:

- Emergency First Aid
- Outdoor First Aid where required
- Medical needs awareness
- Allergies and anaphylaxis awareness
- Asthma awareness
- Epilepsy awareness where relevant
- Medication procedures
- Accident reporting

8.7 Lone Working and 1:1 Provision

Training must include:

- Check-in/check-out procedures
- Visibility and accountability
- Safe professional practice
- Risk assessment before sessions
- Escalation procedures
- Managing concerns during lone working

8.8 Equality, Diversity and Inclusion

Training must include:

- Equality Act 2010
- Protected characteristics
- Unconscious bias
- Inclusive language
- Reasonable adjustments
- Challenging discrimination and prejudice
- Supporting neurodiversity and cultural identity

8.9 Online Safety and Data Protection

Training must include:

- Safe use of devices
- Digital safeguarding
- Cyberbullying
- Data protection and GDPR
- Secure handling of learner information
- Rules on photographs, recordings and social media

9. Role-Specific Training

Some roles require additional training.

Outdoor / Bushcraft Practitioners

May require:

- Outdoor First Aid
- Tool safety
- Fire safety
- Woodland risk management
- Environmental hazards
- Emergency planning in outdoor settings

Volunteers

Must complete:

- Safeguarding induction
- Code of Conduct
- Site safety briefing
- Role boundaries
- Confidentiality expectations

Volunteers must not be left unsupervised with learners unless all safeguarding and vetting requirements have been met and the role has been formally approved.

Session Leads

Must complete:

- Risk assessment training
- Incident reporting

- Emergency procedures
- Safeguarding escalation
- First aid appropriate to activity

10. Training Matrix

Training Area	Required For	Frequency	Evidence
Safeguarding / Child Protection	All staff, practitioners, volunteers		Annual Certificate / log
KCSIE Updates	All staff		Annual Signed record
DSL Training	DSL / Deputy DSL	As required by guidance	Certificate
Prevent Duty	All staff	Annual / refresher	Certificate / log
SEND & SEMH	All practitioners		Annual CPD record
Trauma-Informed Practice	All practitioners	Annual / ongoing	CPD record
Behaviour & De-escalation	All practitioners		Annual CPD record
EDI	All staff		Annual Training log
Health & Safety	All staff		Annual Training log
Risk Assessment	All session leads		Annual Training log
Lone Working	Relevant staff		Annual Signed record
First Aid	Relevant staff/session leads	3 years or as required	Certificate
Outdoor First Aid	Outdoor leads	3 years or as required	Certificate
Fire / Tool Safety	Relevant practitioners	Annual / as required	Competency record
Online Safety	All staff		Annual Training log
Data Protection / GDPR	All staff		Annual Signed record

11. Training Records and Commissioner Assurance

Woodland Pathways maintains a central training record for all staff, practitioners and volunteers.

Records include:

- Training completed
- Date completed
- Expiry date
- Provider
- Certificate or evidence
- Renewal date
- Outstanding actions

Training records may be shared with commissioners, schools or Local Authorities where required for quality assurance, safeguarding checks or contract monitoring.

12. Annual Policy Sign-Off

All staff must annually confirm they have read and understood key policies, including:

- Safeguarding & Child Protection Policy
- Staff Code of Conduct
- Behaviour & Relationships Policy
- SEND Policy
- Risk Assessment Policy
- Lone Working Policy
- First Aid Policy
- EDI Policy
- Online Safety / Data Protection expectations

This sign-off forms part of Woodland Pathways' compliance and assurance evidence.

13. Supervision, Reflection and Development

Woodland Pathways supports professional development through:

- Informal day-to-day guidance
- Termly supervision where appropriate
- Reflective practice discussions
- Incident debriefs
- Safeguarding reflection
- SEND and SEMH strategy discussions
- Review of learner progress and engagement

Supervision may consider:

- Safeguarding concerns
- Learner needs
- Practitioner wellbeing
- Training needs
- Professional boundaries
- Quality of provision

14. Identifying Training Needs

Training needs may be identified through:

- Induction
- Supervision
- Incident review
- Risk assessment review
- Safeguarding audits
- Learner progress reviews
- Commissioner feedback
- Changes in legislation or guidance
- Changes in learner profile or complexity

Where a training gap is identified, Woodland Pathways will agree an action plan and timescale.

15. Learning from Incidents and Near Misses

Following incidents, near misses or safeguarding concerns, leadership will consider whether additional training is required.

This may include:

- Refresher safeguarding training
- Risk assessment updates
- De-escalation support
- First aid refreshers
- Site safety briefings
- Policy reminders

Learning will be recorded and used to strengthen future practice.

16. Quality Assurance

Woodland Pathways quality assures training and development by:

- Maintaining a live training matrix
- Reviewing expiry dates
- Checking induction completion
- Auditing policy sign-off
- Reviewing training needs termly
- Gathering practitioner feedback
- Reviewing commissioner feedback
- Linking CPD to learner outcomes and risk profile

17. Non-Compliance

Failure to complete required training may result in:

- Restriction of duties
- Increased supervision
- Pause in delivery
- Review of engagement
- Termination of role or contract where necessary

Where safeguarding training is incomplete, staff must not work unsupervised with learners.

18. Review of Policy

This policy will be reviewed:

- Annually
- Following changes in statutory guidance
- Following serious incidents or safeguarding concerns
- In response to commissioner or Local Authority requirements

Appendix 1: Staff Training Record Template

Name	Role	Training	Provider	Date Completed	Expiry/Renewal Date	Evidence Held	Action Required
		Safeguarding				<input type="checkbox"/>	
		First Aid				<input type="checkbox"/>	
		SEND/SEMH				<input type="checkbox"/>	

Appendix 2: Induction Training Checklist

Induction Area	Completed	Date	Initials
Safeguarding procedures	<input type="checkbox"/>		
DSL and reporting routes	<input type="checkbox"/>		
Staff Code of Conduct	<input type="checkbox"/>		
Professional boundaries	<input type="checkbox"/>		
Behaviour approach	<input type="checkbox"/>		
SEND / SEMH overview	<input type="checkbox"/>		
Risk assessment	<input type="checkbox"/>		
Lone working	<input type="checkbox"/>		
First aid and emergency procedures	<input type="checkbox"/>		
EDI expectations	<input type="checkbox"/>		
Data protection and confidentiality	<input type="checkbox"/>		

Appendix 3: Annual CPD Plan Template

Staff / Practitioner Name: _____

Role: _____

Review Date: _____

Development Area	Training / Support Required	Timescale	Completed	Evidence
Safeguarding			<input type="checkbox"/>	
SEND / SEMH			<input type="checkbox"/>	
Outdoor Practice			<input type="checkbox"/>	
Behaviour / Regulation			<input type="checkbox"/>	

Practitioner Signature: _____

Lead Signature: _____

Date: _____