Thallo
ALTERNATIVE PROVISION

Staff Training, Monitoring and Supervision Policy

Thallo Education Ltd.

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Approved By	May MacKay-Morris - Director
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1. Purpose

Thallo Alternative Provision is committed to ensuring that staff, sessional practitioners, volunteers, contractors and other adults working with young people have the knowledge, skills, support and supervision appropriate to their roles. Training and development will be planned, recorded and reviewed so that practice remains safe, effective, inclusive and responsive to the needs of young people.

This policy sets out Thallo's arrangements for induction, mandatory and role-specific learning, continuing professional development, supervision, appraisal, monitoring and training records.

2. Scope

This policy applies, as appropriate to role, to directors, employees, sessional practitioners, agency or temporary staff, contractors, volunteers and trainees. The precise training required will reflect the person's duties, experience, professional background, level of contact with young people and the risks associated with their work.

3. Responsibilities

The Provision Lead will:

- maintain oversight of organisational training and development needs;
- ensure appropriate induction takes place before an individual undertakes duties for which they have not been prepared;
- maintain, or delegate maintenance of, an up-to-date staff training record;
- identify role-specific learning and refresher requirements;
- ensure safeguarding, health and safety and other essential training is prioritised;
- provide or arrange appropriate supervision and annual appraisal;
- review training needs following incidents, near misses, safeguarding concerns, complaints, changes in role, changes in provision or relevant changes in law, guidance or commissioning requirements.

Individuals working for or on behalf of Thallo are responsible for participating in required learning, providing evidence of relevant qualifications or training completed elsewhere, applying learning in practice, and raising any area in which they need further guidance or support.

4. Induction

All staff and volunteers will receive an induction appropriate to their role. Where an individual has completed relevant training through another employer or professional role, Thallo may recognise that learning where it is sufficiently current and evidenced, while still providing Thallo-specific induction.

The induction programme will include, as applicable:

- Thallo's safeguarding and child protection arrangements, including how to report concerns and the identity/contact route for the DSL and deputy/alternate;
- child sexual exploitation, children missing from education/service and other relevant safeguarding risks;
- Prevent and vulnerability to being drawn into terrorism;
- online safety and professional boundaries;
- health and safety, risk assessment, fire and emergency arrangements;

- equality, diversity, inclusion and reasonable adjustments;
- Suffolk Signs of Safety and Wellbeing;
- whistleblowing, allegations against staff and low-level concerns;
- data protection, confidentiality and secure information handling;
- first aid, medical needs and allergy/anaphylaxis arrangements relevant to the person's role;
- Thallo's service model, values, attendance approach and expectations for working with young people;
- relevant practical-activity procedures, including food, cooking, outdoor learning or off-site activity where applicable.

5. Core learning and development

Thallo's core learning and development arrangements will support staff and volunteers to understand the principles and values of working with children and young people, their own role and responsibilities, effective communication, child and adolescent development, safeguarding and the relational approach used by the provision.

Training will be proportionate to role. Completion of a generic course will not replace role-specific preparation where additional competence is required.

6. Safeguarding training

Safeguarding learning will be maintained as an ongoing requirement. Staff and volunteers will receive safeguarding and child protection learning appropriate to their responsibilities and will receive updates when required. Thallo-specific safeguarding arrangements will be covered during induction even where an individual has current safeguarding training from another organisation.

The Designated Safeguarding Lead and deputy/alternate will undertake role-specific DSL training appropriate to their responsibilities and will maintain their knowledge through updates and continuing professional development. Training records will distinguish clearly between completed, booked and planned learning.

At least one person involved in recruitment activity will have appropriate safer recruitment knowledge/training before leading recruitment decisions involving people who will work with children.

7. Health, safety and first aid learning

Health and safety learning will reflect Thallo's activities and risk assessments. The Provision Lead/H&S lead will undertake suitable health and safety and risk-assessment learning and will obtain competent advice where required.

Thallo will determine first-aid provision through its first-aid needs assessment. The organisation will plan staffing so that appropriate first-aid cover is available when young people are attending. Additional first-aid training will be arranged for staff where identified by the needs assessment or the nature of their role.

Allergy and anaphylaxis awareness, including emergency arrangements and the management of a young person's prescribed adrenaline auto-injector where relevant, will be addressed separately from general first-aid training. Staff involved in food preparation or cooking activities will receive food hygiene and allergen learning appropriate to their duties.

8. Role-specific learning

Depending on role and identified need, training may include:

- DSL/deputy DSL or multi-agency safeguarding learning;
- Hidden Harm, including domestic abuse, parental substance misuse and parental mental health;
- mental health and emotional wellbeing awareness;
- child sexual exploitation and children missing;
- first aid;
- manual handling where relevant to assessed duties;
- allergy/anaphylaxis and medical-needs awareness;
- food hygiene and allergen management for staff involved in cooking/food activities;
- RESTA programme training for practitioners delivering RESTA;
- specific interventions or approaches used by Thallo;
- other learning identified through a young person's needs, risk assessment, supervision, appraisal or commissioning arrangements.

9. Training completed elsewhere

Thallo recognises that experienced education professionals and sessional practitioners may bring current training and qualifications from other employment. Relevant training may be entered on Thallo's training record where the subject, date and provider/employer can be reasonably verified. Where evidence is unavailable, the record will state that evidence is to be confirmed rather than recording the training as verified.

Recognition of previous learning does not remove the requirement for Thallo-specific induction or for refresher/role-specific learning where needed.

10. Supervision

All regular staff will have access to structured supervision appropriate to their role, normally at least every six weeks. Sessional practitioners and volunteers will receive supervision at a frequency proportionate to their work, contact with young people and level of responsibility, with additional supervision available where concerns or complex circumstances arise.

Supervision may consider:

- young people's welfare, progress and emerging needs;
- safeguarding and professional-boundary issues;
- workload, wellbeing and support;
- quality of practice and adherence to policies;
- training and development needs;
- learning from incidents, near misses, complaints or feedback;
- reasonable adjustments or support required by the staff member;
- actions agreed and progress since the previous supervision.

A written record of formal supervision will be maintained, including the date, participants, key matters discussed, agreed actions and review points. Safeguarding information will be recorded and shared through the appropriate safeguarding system rather than relying solely on a supervision record.

11. Appraisal and review of performance

Regular staff will receive an annual appraisal or equivalent formal performance review. This will consider role expectations, quality of practice, safeguarding, training and development, objectives and feedback. Where appropriate, feedback from young people, families, commissioners or professional partners may inform the review.

12. Monitoring practice

Training is not treated as complete merely because a certificate has been obtained. Thallo will monitor how learning is applied through supervision, observations, review of records, incident and near-miss learning, feedback, safeguarding oversight and quality assurance. Where practice indicates a gap in knowledge or competence, further training, guidance or supervision will be arranged.

13. Training records

Thallo will maintain a current training matrix or equivalent record showing, as applicable, the individual's role, training/qualification, provider, completion date, renewal or review date, evidence held and status. Planned learning will be recorded honestly as planned or booked and will not be shown as completed until completion has been evidenced.

Training records and relevant supervision evidence will be made available to commissioners or auditors where required and appropriate.

14. Review

Training and development plans will be reviewed at least annually and whenever there is a significant change in role, provision, risk, legislation, guidance or commissioning requirements. This policy will be reviewed at least annually.

15. Related documents

- Staff Training Matrix
- Safeguarding and Child Protection Policy
- Safer Recruitment and Selection Policy
- Health and Safety Policy
- Equal Opportunities Policy
- Allegations Against Staff and Low-Level Concerns Procedure
- Whistleblowing Policy
- Data Protection and Confidentiality Policy
- Allergy and Anaphylaxis Policy