**TRAINING AND PERSONAL DEVELOPMENT POLICY**

1. **Statement of Intent**

Omega Care recognises that the diversity, competencies and personal qualities of its staff are its greatest asset and resource.

As a company, Omega is committed to functioning as a learning organisation and to the proactive creation of a culture which promotes and supports both individual and collective learning as well as development opportunities.

All staff will be provided with the support, skills and knowledge base to ensure competency and to further equip them to meet the evolving needs of the company and of its service users.

1. **Learning styles**

Preferred learning styles will be identified with individual staff members as part of the induction process, and all practicable steps put in place to reflect this in the delivery of training.

To support this, Omega will offer a range of learning and development approach styles.

This will include:-

* Peer learning
* Mentoring
* E–learning
* Research
* In house training
* External training
* Nationally recognised qualifications
* Research.

All staff will be expected to hold a nationally recognised level 3 qualification in Children and Young People’s workforce within 2 years of confirmation of their post for the Children and Young People’s workforce. All managers should achieve their level 5 in Leadership and Management for Children and Young People in three years of achieving the management post.

Staff will be provided with negotiated resources to support this, including time and equipment.

Learning and development needs will be regularly reviewed through a raft of mechanisms including, team meetings, individual and group supervision sessions. The individual staff member’s training and development needs will be primarily identified within the supervision process.

1. **Induction Process**

On appointment, all staff will undertake a comprehensive induction process.

This will include:

1. An overview of the organisation, it’s priorities and the areas of service/ delivery.
2. The working ethos, practice, procedures and protocols.

The overall responsibility for delivering this will lie with the direct line manager.

Alongside an induction into all immediate work processes this will be supported by a pre-agreed number of “shadow shifts,” where the inductee works alongside an established member of staff. Progress will be monitored and evaluated by the line manager, with input from both members of staff.

All staff will receive, as an integral part of their induction, training in the following core areas (this is not a prescribed list):

1. Safeguarding – Including Child Protection
2. Medication
3. First Aid at Work
4. Fire Safety
5. Health and Safety
6. Risk Assessment and Risk Management
7. Diversity and Equality
8. Person Centred Approaches
9. Positive Behaviour Management
10. Data Protection and Information Sharing
11. E-Safety
12. Safe Working Practices
13. De-escalation and facilitation training
14. **Refresher training**
    1. Staff will be completing training annually or biyearly dependant on the service needs.
15. **eLearning**
    1. All staff will be allocated training dependant on sector with ‘The Training Hub’. Mandatory courses must be completed every two years.
    2. Training courses can be reset to support staff to address specific training needs if required.
16. **Training and Development: Recording**

* All completed training will be recorded and stored in the staff members’ individual staff file under the sub-heading “staff training” which will be stored at their allocated place of work. This outlines the content of the training and records outcomes. It also provides date reference points to ensure currency of learning is maintained.
* A training matrix is maintained at the individual’s allocated place of work and is the responsibility of the home’s manager to maintain.
* Staff working within the Children Residential and 16 plus workforce will be issued a Professional Development Plan focussing on key targets from supervisions. Staff will be expected to complete the set targets and capture evidence of such within their PDP.

1. **Workforce Development Aids**

* Focussed Discussions may also be used by a home’s manager to support an individual within their workforce to overcome a barrier. This is stored within the staff files.
* Management Instructions may also be used by an employee’s line manager to support them in writing to place attention on an area in which is leading to concerns within a staff member’s capability or conduct to carry out their role. A management instruction is a written instruction given by a line manager outlining the concern and advising what proceeds may follow should the individual fail to address the concern adequately. Management instructions should not be used as a threat and should be used in line with supervisions and professional development plans. They can be used for one or a group of employees.
* Capability process may also be used when concerns comes to light regarding an employee’s ability to complete their role. The first step of capability is informal in which the employee should be contacted in writing outlining the expectations of informal capability. If the employee fails to improve over the 3 - 6 month timescale period, then informal capability progresses into formal capability. Formal capability consists of a hearing which is lead by a Service Manager or Director and a HR advisor. The individual and manager will be given an opportunity to present their case regarding supporting or defending concerns of capability. Outcomes of a Formal Capability Hearing can include dismissal, demotion, change of role, first written warning, final written warning, or management action. Outcomes of the capability hearing are stored centrally in Omega’s Head office staff files.