

MIAG



Staff CPD and Training Policy

Ratified by Chair of Govs:

Signed by

A handwritten signature in blue ink, appearing to be 'J. Smith', written over the dotted line for the signature.

Date

02/09/25

Date:

Review Date:

Purpose:

At MIAG (Meeting Individual Aspirations & Goals), we recognise that high-quality training and continuous professional development (CPD) for staff is essential to ensuring the best outcomes for our learners. This policy sets out our commitment to supporting staff in developing their knowledge, skills, and practice in line with our vision, values, and statutory responsibilities.

Aims:

Through this policy, MIAG aims to:

- ✚ Ensure staff have the knowledge and skills to safeguard and meet the diverse needs of learners, including those with SEMH and SEND
 - ✚ Promote a culture of continuous learning and professional growth
 - ✚ Provide induction, statutory, and role-specific training for all staff
 - ✚ Encourage reflective practice and career progression
 - ✚ Monitor and evaluate training to ensure it improves learner outcomes
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Scope:

This policy applies to:

- ✚ All permanent and temporary staff employed by MIAG
 - ✚ Volunteers, agency staff, and contractors where appropriate
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Responsibilities:

- ✚ **Directors:** Ensure resources are allocated for training and development
 - ✚ **Senior Leadership Team (SLT):** Oversee implementation of this policy and identify organisational training priorities
 - ✚ **Designated Safeguarding Lead (DSL):** Ensure all staff receive statutory safeguarding training in line with Keeping Children Safe in Education (KCSIE)
 - ✚ **Line Managers:** Support staff development through supervision, appraisal, and identifying training needs
 - ✚ **Staff Members:** Take responsibility for engaging with training opportunities, reflecting on practice, and applying learning
 - ✚ **Management Board:** Oversee the impact of the Training and CPD ensuring alignment with strategic vision
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Training Provision:

Induction:

All new staff will receive a structured induction, which includes:

- ✚ Overview of MIAG Strategy – Vision, Mission & Behaviours
- ✚ Safeguarding and child protection training
- ✚ Health and safety, fire safety, and emergency procedures
- ✚ Behaviour and relational practice approach at MIAG
- ✚ SEND awareness, including SEMH needs
- ✚ Policies and procedures relevant to their role

Statutory & Mandatory Training:

All staff will complete regular training in:

- ✚ Safeguarding and child protection (refreshed annually)
- ✚ Prevent Duty awareness
- ✚ Health and safety, first aid (where appropriate)
- ✚ Data protection and confidentiality (GDPR)

Specific Training:

Additional training will be provided based on role, e.g.:

- ✚ Mental health first aid
- ✚ De-escalation and positive behaviour support
- ✚ Curriculum development and assessment
- ✚ Leadership and management skills

Continuing Professional Development (CPD):

- ✚ All staff are encouraged to attend internal and external CPD opportunities
- ✚ CPD may include workshops, online courses, shadowing, coaching, or formal qualifications
- ✚ Staff will be supported to identify CPD as part of annual appraisal and supervision

Monitoring & Evaluation:

- ✚ Training records will be maintained by the SLT
- ✚ The impact of training will be evaluated through supervision, appraisal, learner progress, and feedback
- ✚ Directors and MIAG Management Board will receive reports on training completed and upcoming requirements

Equality & Accessibility:

MIAG will ensure training opportunities are accessible to all staff regardless of role, working pattern, or personal circumstances. Adjustments will be made where required to support participation.

Review:

This policy will be reviewed **annually** by SLT and Directors, or sooner if there are changes in legislation or statutory guidance.