

<b>Cavernoma Alliance UK</b> <b>Mandatory Training and Professional Development Policy</b>
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### Created

Date developed	By whom	Method of consultation and recommendations	Date adopted
20/12/2020	EYF Ltd. for CAUK		19/2/2021
Schedule for revision		This policy should be reviewed annually or sooner if needed.	

### History of revisions

Review date	By whom	Summary of changes made	Date implemented

### Context

At CAUK, we believe that staff (both paid and unpaid) will only be able to meet the needs of our service users if they are able to access training and professional development opportunities that help them to fulfil all aspects of their role.

### Definition of terms

Mandatory training	Training that is either a requirement of legislation or something that an employee must undertake as part of their contract of employment.
Professional development	Is the process of building, maintaining and enhancing the knowledge and skills of an individual which, in this context will enable them to carry out their role with a greater level of confidence and competence.
Staff	Describes all paid and non-paid staff such as volunteers, Trustees and anyone who is representing CAUK.
Service users	Children and their parents, young people and vulnerable adults that engage with CAUK.

### Mandatory training

To ensure that individual members of staff are able to identify and mitigate potential risks to the well-being and safety of our service users, we have outlined a number of mandatory training courses that must be completed as part of our induction programme or as part of an on-going cycle of training.

All staff members need to understand that access to these courses is of critical importance as our mandatory training deals with topics such as:

- Child protection and dealing effectively with disclosures

- Reporting concerns about the actions of a member of staff
- Identifying risks to vulnerable service users

The Trustees will arrange for training in which the things that will be important in terms of content will be the following:

- Understanding the signs of abuse and neglect;
- Raising concerns about a child or young person;
- Raising concerns about the conduct or behaviour of a member of staff (inclusive of senior leaders and trustees).

Access to these courses will, therefore, ensure that important knowledge will be at the forefront of our minds when it is most needed, and the onus lies with the individual to ensure that these requirements continue to be met.

### **Mandatory Training Courses**

All staff and/or volunteers who have face-to-face and/or online contact with children and young people must have the following training:

- High-Speed Training: Safeguarding Children Level 1 or a comparable course approved by the Trustees
- a course approved by the Trustees on CAUK safeguarding standards and procedures

### **Professional development**

CAUK is committed to the professional development of its people because we understand that tailored professional development opportunities help individual staff members to grow their knowledge, skills and talents. This is beneficial to the organisation in a number of ways as professional development opportunities:

- Give individual staff members a greater level of confidence
- Ensure highly effective working practices
- Ensure that staff members remain challenged and highly engaged
- Enable individual staff members to take on different projects and tasks
- Enable the organisation to develop a robust succession plan

Professional development can take many different forms and any of the following could be discussed in supervision meetings:

- Coaching
- Mentoring
- Face-to-face or online training
- Shadowing
- Buddying
- Engaging with professional networks
- Reading articles/periodicals/texts and books on specific subjects