

Training and Development

1. MONITORING AND EVALUATION OF TRAINING NEEDS

- 1.1. A database will be used to analyse and record all training requirements and to implement training courses both internal and external.

2. TRAINING REQUIREMENTS WILL BE IDENTIFIED FROM:

- 2.1. Legislation – policy requirements for each post will direct the primary training needs and must take priority.
- 2.2. Staff Appraisal – this will identify the individuals' aspiration and the business need.

3. INDUCTION TRAINING

- 3.1. Every employee including volunteers will be given an induction training sheet.
- 3.2. This will enable the employee to become more aware of their roles, responsibilities, relationships, company principles and working practices.
- 3.3. The project manager will be able to monitor staffs' progression and will hold an office copy of the induction sheet on the personnel files to be kept in a locked filing cabinet in the managers' office.

4. E-LEARNING

- 4.1. Every contracted permanent employee will be subscribed to our E-Learning program. E-Learning provides each employee with fully certified training courses in all aspect of the work and Health & Safety.
- 4.2. Each employee should aim to complete at least two courses per month but not limited to two.
- 4.3. E-learning will be monitored as at 3.3 during supervision and appraisals

5. INTERNAL TRAINING

- 5.1. Internal training will be given when external training or E-Learning programmes are either not available or do not satisfy the specific requirements of Sanctuary Trust and its policies and procedures.
- 5.2. Any member of staff, volunteer or service user may be asked to deliver internal training and internal training will be given to them to enable and empower where experience and confidence may be lacking.

6. EXTERNAL TRAINING

- 6.1. External training will be sought when specialised or specific requirements are not available from the Sanctuary internal training programme or it is deemed that the service provided from external sources would be of greater benefit to Sanctuary Trust, its staff and/or service users.
- 6.2. A training budget will be allocated for all training and confirmed at the management meetings.

7. COMMUNICATION

7.1. All staff and volunteers will be informed of training venue and programme:

7.1.1. At staff meeting(s)

7.1.2. On the staff notice board (located in the main office)

And dates:

7.1.3. On the holiday planner

7.1.4. In the diary

7.2. All service users will be informed of training dates:

7.2.1. At Residents' Council meetings.

7.2.2. At Residents' Weekly meetings.

7.2.3. On the residents' notice board.

8. Any communication from external training providers is sent to the individual by post and is outside the control of Sanctuary Management. The intended trainee should communicate all information of this nature and arrange rota cover when necessary through the project manager. All training must be authorised by the project manager before confirmation.
9. All information and feedback from training courses will be recorded on the training database (for staff and volunteers) provided the communication procedure has been followed correctly and recorded on the action plans (for service users). Any product of a training course that is not practical to record in these ways will be kept in the training office.
10. A list of training courses currently on the database will be displayed on the staff notice board. See appendix 1.
11. A list of E-Learning courses currently available at appendix 2

Appendix 1.

Title
Business planning
Compassion Training
Dealing with aggressive persons
Drugs awareness
Fabricated or induced illness in children
Financial role of members
In house training by assessment minimum 6 per annum
Initial induction PowerPoint
Manual handling
Policies
Procedures
Professionals who abuse
Resident assessment and review
Responsibilities of members
Safe use of portable fire extinguishers
Security
Success Programme
Working together in child protection (4-day MD)

Appendix 2

HEALTH & SAFETY INTERACTIVE

Abrasive Wheels *
Accident Reporting (RIDDOR)
Asbestos Awareness
CDM Regulations
Confined Spaces
COSHH
Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)
Driving Safety *
DSE
Electrical Safety
Environmental Awareness
Farm Safety
Fire Safety
Fire Wardens
First Aid in the Workplace (Employees)
First Aid in the Workplace (Managers)
Food Allergies
Food HACCP Level 3
Food Safety Level 1
Food Safety Level 2
Food Safety Level 3
GHS Classification
Hand Arm Vibration
Health & Safety for Cleaners
Health & Safety for Managers
Health & Wellbeing
Hot Weather Conditions
Induction Safety
Infection Control
Introduction to Health & Safety Audits
Laboratory Safety *
Legionella*
Lifting Operations & Lifting Equipment Regulations (LOLER)
Lift Truck Safety
Lockout / Tagout
Lone Working (Employees)
Lone Working (Managers)
Malaria Awareness
Manual Handling
Medicine Awareness
Mental Health Legislation
Noise Awareness
Norovirus
Office Safety
Pregnancy
Personal Protective Equipment (PPE)
Risk Assessment
Safeguarding Children & Vulnerable Adults *
Safeguarding Children Level 1 *
Safe Movement of Vehicles
Slips, Trips & Falls

Spill Prevention & Control
Stepladder & Ladder Safety
Steward Training
Stress Management (Employees)
Stress Management (Managers)
Winter Weather Awareness
Working at Height
Workplace Safety

Working with Young People
Young People at Work
Workplace Safety

HEALTH & SAFETY VIDEO

5 Steps to Risk Assessment
Accident Investigation
Asbestos
COSHH Awareness
Driving Safety
DSE
Electrical Safety - Maniac
Environmental Awareness
Fire Safety The Facts
Food Hygiene
Health & Safety for Cleaners
Health & Safety for Homeworkers (Employees)
Health & Safety for Homeworkers (Managers)
Health & Safety in the Office
Health & Safety We Are All Responsible

HEALTH & SAFETY REFRESHER TITLES

Top Tips - Fires Safety (Video)
Top Tips - Health & Safety (Video)
Top Tips - Manual Handling (Video)
Top Tips - Office Safety
Workstation Setup (Interactive)

HEALTH & SAFETY SPECIALIST TITLES

Driving Safety International (Interactive)
Environmental Awareness International (Interactive)
Moving & Handling People (Video)
Student Health & Safety (Interactive)

COMPLIANCE & SOFT SKILLS INTERACTIVE

Bribery Act
Computer Safety in the Workplace
Data Protection
Energy Efficiency (Employees)
Energy Efficiency Awareness (Managers)
Equality & Diversity
General Data Protection Regulations
Modern Slavery Act