



## Training and Development Policy

### Policy Statement

Trust Education is committed to ensuring that all internal staff and supply staff are supported through high-quality, continuous training and development. Training provision aligns fully with Recruitment & Employment Confederation (REC) minimum expectations and exceeds them where beneficial to safeguarding, compliance, professional practice, and service delivery. Our approach ensures every individual representing Trust Education is confident, competent, and able to protect and support children across all partner schools.

### Purpose

This policy outlines Trust Education's approach to delivering, monitoring, and evaluating training and development for all staff. It ensures compliance with statutory requirements including KCSIE, DBS guidance, TRA expectations, REC Audited Education standards, GDPR, and safer recruitment principles. It also reinforces the organisation's commitment to continuous learning, reflective practice, and the highest standard of safeguarding conduct.

### Scope

The policy applies to all permanent Trust Education employees, supply teachers, tutors, support staff, exam staff, contractors, and any temporary staff involved in recruitment or child-facing roles.

### Responsibilities

Senior leaders provide strategic oversight, allocate training resources, and review this policy annually. The Designated Safeguarding Lead is responsible for safeguarding training accuracy and alignment with legislative updates. The compliance team maintains training logs, tracks renewal deadlines, and supports access to required training. Managers identify training needs through performance reviews and ongoing supervision. All staff and supply personnel must complete mandatory training promptly and actively participate in CPD.

### Mandatory Training Requirements

Internal staff involved in vetting processes complete Safer Recruitment in Education training that is renewed every two years. Mandatory training also includes Safeguarding, Keeping Children Safe in Education and UK GDPR & Data Protection. Supply staff complete annual safeguarding and cyber security training.

Trust Education also provides additional CPD via CandidateGo and Forge CPD that goes beyond REC requirements. This includes SEND awareness, Team Teach (via accredited companies) or equivalent behaviour intervention training, mental health training, digital safeguarding, trauma-informed practice, classroom support skills, and specialist training for Early Career Teachers. These enhancements ensure staff are fully prepared to meet the diverse needs of pupils and schools.

### **Induction Programs**

Internal staff receive a structured induction covering Trust Education values, safeguarding culture, system training, REC professional standards, vetting processes, and supervised onboarding. Supply staff receive an induction detailing expectations in schools, safeguarding responsibilities, classroom conduct, placement processes, and access to key policies.

### **Continuous Professional Development**

Trust Education is committed to ongoing Continued Professional Development (CPD) opportunities for all staff. These include access to accredited e-learning platforms (CandidateGo, REC and Forge CPD), webinars, legislative update briefings, skills workshops, and tailored development sessions. Training needs are identified through audit findings, performance reviews, changes in legislation, and emerging sector trends. CPD pathways support staff wishing to progress into senior, specialist, or leadership positions.

### **Monitoring and Record Keeping**

Training completion and renewal cycles are tracked through the training log. Records are securely maintained in line with UK GDPR. Automated reminders prompt staff when updates are required. Regular internal audits ensure all training meets REC Audited Education standards, with audit outcomes used to inform ongoing training improvements.

### **Evaluation of Training**

Training effectiveness is reviewed through participant feedback, compliance audits, school feedback, and performance analysis supported via our Daily + Weekly Planners. Content is updated regularly to ensure relevance, accuracy, and alignment with statutory and sector requirements. Formally, we evaluate the effectiveness of training and outcomes via our Half-term review form and Annual appraisal form.

### **Equality, Diversity and Inclusion**

Training is accessible and inclusive. Adjustments are available to ensure all staff can fully engage with training content, including alternative formats, additional support, or extended completion deadlines where appropriate.

### **Policy Review**

This policy is reviewed annually or sooner if required by legislative changes, updates to REC standards, DBS or TRA guidance, audit outcomes, or organisational safeguarding needs.