

Staff Training and Development Policy

Policy Management	
Policy Created: <i>July 2025</i>	Document Location: <input checked="" type="checkbox"/> <i>Bee-Able CIC website</i> <input checked="" type="checkbox"/> <i>Hard copy in red folder on top shelf of locked cabinet in office</i> <input checked="" type="checkbox"/> <i>Electronic copy on OneDrive > Documents > Policies</i>
Date of Last Review: <i>July 2025</i>	
Date of Next Review: <i>July 2026</i>	
Responsibility: <i>Manager, Bee-Able CIC</i>	Name: <i>Sharon Senior</i>
Signed:	Date:

1. Purpose

This policy sets out how Bee-Able CIC ensures all staff and volunteers have the skills and knowledge to provide safe, high-quality support.

2. Our Commitment

We will:

- ☒ Provide induction training for all new starters
- ☒ Offer regular training updates
- ☒ Support staff to develop professionally
- ☒ Keep training records

3. Mandatory Training

All staff and volunteers must complete training in:

- Safeguarding children and adults
- Health and safety
- Equality, diversity and inclusion



- Behaviour support
- Confidentiality and GDPR
- Lone working and professional boundaries

4. Additional Training

Depending on role, staff may also receive training in:

- Autism awareness
- Communication techniques
- First aid

5. Training

Staff are trained in:

- Equality and inclusion
- Recognising barriers
- Delivering person-centred support

6. Monitoring and Review

Training needs are reviewed annually and when roles change. We will review this policy every year to make sure it stays relevant and effective.