



“Live, Laugh, Learn”

**SIMPLY SENSORY
STAFF TRAINING, DEVELOPMENT, CPD
& INDUCTION POLICY**

September 2021 - 2022

Reviewed: September 2021

Next Review Date: September 2022

Policy Statement /Principles, Values and Entitlements

Simply Sensory believes that all staff should be involved in a process of improvement and is committed to fostering a positive ethos of continuous learning. Continuing Professional Development (CPD) is the means by which Simply Sensory is able to recruit, retain and develop its staff community. This development takes place at a number of levels: individual and team. The focus of CPD will be on enhancing career progression, on improving standards and on the quality of teaching, learning and leadership.

Simply Sensory believes that a carefully planned programme of CPD improves standards, raises morale and is integral to a culture that promotes learning at a high level for staff and pupils alike. All those employed by Simply Sensory have an entitlement to equality of access to high quality induction and continuing development.

Simply Sensory has in place effective measures to audit the professional and personal needs of staff and associated links to the appraisal system. All forms of professional development will be based on the following principles:

- All staff should be encouraged to develop their knowledge, skills, understanding and attitudes to enhance their professional work.
- All staff will have regular opportunities to discuss their development needs and professional aspirations.
- All staff will be able to access innovative, research-based CPD
- All staff have a responsibility to participate in Trust focused CPD and personal career development.

Simply Sensory will source the provision of CPD as required and these sources will be evaluated as having outstanding CPD which is relevant to our needs. Quality Assurance mechanisms will ensure that CPD is of a consistently high standard. Simply Sensory supports professional recognition, including access to accredited programmes of CPD.

Simply Sensory has a strategic approach to CPD and this is integrated into systems for self-evaluation, development planning and appraisal.

Roles and Responsibility

Simply Sensory has responsibility for developing a programme of CPD which is appropriate for staff needs and will have core responsibilities:

- To keep up-to-date with CPD development
- To promote CPD as a central element of appraisal and improvement
- To provide details on the range of CPD opportunities and pass on information to staff.
- To quality-assure staff members CPD needs through a variety of methods.
- To ensure whether any follow-up is needed to CPD and to action this, e.g., feedback to the provider
- To provide guidance to colleagues on the most effective procedures for disseminating information following CPD

Staff have responsibility to:

- Identify their personal professional development needs which are relevant to the current role and any career development
- Undertake any CPD offered diligently

- Abide by any contractual commitments or changes made in line with this policy
- Evaluate any CPD undertaken and its related impact on their development

Appraisers and Line Managers have responsibility to:

- Ensure that staff are undertaking appropriate and sufficient CPD
- Support staff in developing longer-terms plans for their professional development based around career stages
- Monitor the Staff Portfolios
- Consider the impact of CPD programmes.

Planning for CPD

Simply Sensory is determined that CPD opportunities should:

- Meet identified individual and national development priorities
- Be framed around a career-stage development model with clear routes to improve
- Be based upon good practice
- Allow for staff to engage in networking with colleagues within and externally.
- Help raise standards of pupils' achievements
- Respect cultural diversity
- Be provided by those with the necessary experience, expertise and skills
- Be planned systematically and follow the agreed programme except when dealing with emerging issues
- Be based on current research and inspection evidence
- Be provided in accommodation which is comfortable and fit for purpose
- Provide value for money
- Have effective monitoring and evaluation systems which seek out and act upon user feedback to inform the quality of provision.

Supporting a range of CPD activities

Simply Sensory will use its expertise to support a focused portfolio of CPD approaches. These CPD approaches will be structured in a way to support development at each career stage. Examples of the type of activity might include:

- Engaging in a lesson study project with colleagues who are interested in the same development area
- Engaging in an accredited CPD programme
- Networking with colleagues
- Facilitating CPD for others

Assessing the impact of CPD

Simply Sensory will evaluate the impact of its CPD Programme annually. The report will detail the impact in terms of, for example:

- Pupil attainment
- Improved teaching and learning
- Increased pupil understanding and enthusiasm

- Increased staff confidence
- Increased evidence of reflective practice
- Recruitment, retention and career progression

Funding

Simply Sensory will fund and support a programme of CPD providing this is agreed by the management as deemed appropriate for the needs of the staff member.

Induction

This policy applies to all new staff who will receive an induction programme which will include appropriate information, training, observation, and mentoring.

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new member of staff to the duties of the post, provide the foundation for successful contribution to Simply Sensory. The induction process is designed to help new staff become familiar with the requirements of their position and learn about the culture, ethos, priorities, aims and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

The induction process should:

- Provide information and training on policies and procedures
- Provide Child Protection information – including outlining responsibilities
- Enable the staff member to contribute to improving and developing overall effectiveness raising pupil achievement, and meeting the needs of pupils, parents and the wider community
- Contribute to the colleague's sense of job satisfaction and personal achievement
- Explain the Code of Conduct to ensure that all new staff understand what is expected of them at the and gain support to achieve those expectations
- Identify and address any specific training needs

The induction process may include:

- A meeting with the management of Simply Sensory
- Signposting to the list of essential policies on the website – signing that these have been read
- Receiving copies of essential documents relating to role
- Explanation of help and support available

Responsibilities

The management of Simply Sensory is responsible for the overall management and organisation of induction of new employees.

The person responsible for induction should:

- Ensure that a new member of staff is made welcome
- Ensure that immediate needs are identified before taking up the position where possible
- Provide information about facilities, answering questions and giving practical advice
- Introduce key personnel

- Ensure that an Induction Programme is provided, delivered and evaluated.

They should ensure that an induction is provided personally, or another person with delegated responsibility and is tailored to each individual. All new staff will be given appropriate induction advice, training over a period of time and as necessary. Areas which should be considered are set out below. These are not intended to be exhaustive and careful consideration should be given in relation to each post and the experience of the post holder.

- Safeguarding children and child protection information
- Health and safety procedures
- Fire and emergency procedures
- First aid
- Code of Conduct
- Staff Handbook
- Simply Sensory Website
- Policy documents
- Assessment advice, recording, reporting, resources and procedures
- Administrative systems and procedures (for admin staff)
- Details of help and support available
- Designated mentor or supervisor

The new member of staff should:

- Build on strengths, skills, understanding and knowledge
- Keep records to support their professional development
- Attend relevant courses

Induction Checklist (Appendix A)

Simply Sensory New Staff Induction Checklist (Appendix A)
Staff Induction Checklist

As part of our induction we ask that you read the following policies and sign to say you have read them. If you have any questions either now or as they arise please do not hesitate to ask.

simplysensory@outlook.com

Call - Helen on 07934 070741

and Julie 07835 524024

Many Thanks Helen and Julie

Name _____

Policy	Sign to say you have read the document.	Date
Lone workers guidance policy		
Behaviour and intervention policy		
Health and safety policy		
First aid policy and reporting incidents		
Privacy statement (GDPR)		
Code of conduct including dress code		
Children missing in education policy		
Online safety policy		
Risk assessments for each pupil you are working with		
Anti- bullying/cyber bullying policy		
Safeguarding policy		
Completed a pecuniary interest form		
Complaints policy		
GDPR Policy		
Do you have business insurance on your car?		

Do you have public liability and indemnity insurance?		
Training received on		
GDPR		
Safeguarding		
Diary Dates		