

St Albans Mencap

Charity number: 210073

stalbanismencap.org.uk

Staff Training Policy

St Albans Mencap recognises that training and staff development are essential to ensuring the delivery of safe, effective, and high-quality services for children and young people. The organisation is committed to ensuring that all staff receive appropriate training to fulfil their roles, meet statutory requirements, and promote best practice.

Document control:

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1.0	June 2026	Chair, OAS	Dec 2027

Summary of changes:

Version:	Changes:
1.0	Original Version Created for Review

Training and Development Policy

1. Training for individual Staff

All new staff will participate in an induction programme appropriate to their role. This is the responsibility of the Children's Day Service Manager and senior management team to arrange.

As part of their induction, all new staff will be required to complete mandatory online training. Staff will have up to three months from their start date to complete all required induction training modules.

A written induction booklet will be given to each new starter that will include:

- Information about St Albans Mencap, its aims, values, structure, and services.
- Information relating to the requirements of the post.
- Understanding key policies including Equality, Diversity and Inclusion, Confidentiality, Code of Conduct, Safeguarding Children and Young People, Health and Safety, and Data Protection.
- Completion of mandatory online training relevant to the role.

2. Face to Face Training

Some mandatory training cannot be completed online and will require attendance at face-to-face training sessions.

Where possible, face-to-face training will be arranged during school holiday periods, including Easter and Summer holidays, to minimise disruption to Children's Day Service provision.

Staff may therefore be required to attend training and, where operationally necessary, work during school holiday periods in order to complete mandatory training requirements and support service delivery.

On-the-Job Training

This includes supervision, mentoring, shadowing (trial shifts), and workplace learning in relation to specific duties and responsibilities.

Personal and Career Development

This includes training and development opportunities that may not be directly related to an employee's current role but may enhance performance through increased knowledge, skills, and confidence.

St Albans Mencap will support staff wishing to undertake such training where possible. Funding and time off cannot be guaranteed and will be subject to discussion and agreement with the Children's Day Service Manager and senior management team.

3. Training for Volunteers

All volunteers will receive an induction relevant to their role within St Albans Mencap. This is the responsibility of the Children's Day Service Manager.

Training needs will be identified through ongoing support.

4. Training Budget

St Albans Mencap maintains a training budget; however, resources are limited. Every effort will be made to ensure that available funding is distributed fairly and that mandatory and priority training needs are met.

Training Paid

St Albans Mencap will pay staff for attendance at mandatory training required for their role. Staff will be paid for the recommended duration of approved mandatory training.

5. Responsibilities of Employees

All staff are expected to:

- Participate fully in mandatory training and development activities.
- Complete all required online induction training within three months of their start date.
- Attend face-to-face training sessions as required.
- Apply learning from training to their day-to-day practice.
- Share relevant learning and information with colleagues where appropriate.
- Maintain and develop their professional knowledge and skills.

Failure to complete mandatory training within required timescales may be addressed through supervision and performance management procedures.