



# **EduDiverse Staff Training Policy**



## **1. Introduction & Purpose**

This policy applies to all EduDiverse staff, sessional workers, volunteers, agency staff and students on placement. Its purpose is to ensure that all individuals delivering or supporting EduDiverse sessions are trained, competent and confident in their roles, and that the safety, wellbeing and educational experience of students remains consistently high.

EduDiverse works with children and young people with a wide range of Special Educational Needs, many of whom require tailored support, clear communication and trauma-informed practice. High-quality instructor training is essential to maintaining safe, inclusive and effective provision.

## **2. Policy Principles & Values**

EduDiverse believes that:

- All staff must be trained to deliver safe, engaging and inclusive sessions.
- Training should reflect the needs of our students, the environments we work in, and the adventurous activities we deliver.
- Staff development is ongoing, reflective and responsive to emerging needs.
- Staff must work within the limits of their training, qualifications and competence.

## **3. Mandatory Training Requirements**

All staff must complete the following before leading or supporting sessions:

### **3.1 Safeguarding**

- Level 1 safeguarding training for all staff.
- Level 2 safeguarding for staff leading sessions.
- Level 3 safeguarding for the Designated Safeguarding Lead.
- Annual safeguarding refreshers.

### **3.2 First Aid**

- Emergency First Aid at Work (minimum).
- Outdoor First Aid for staff leading sessions.
- Water-based Instructors must hold appropriate water-rescue or lifesaving qualifications (e.g., National Surf Lifesaver, RLSS, or equivalent).
- First aid refreshers completed in line with qualification requirements.

### **3.3 Activity-Specific Qualifications**

Staff leading adventurous activities must hold relevant qualifications for the activities they deliver, for example:



- SUP: recognised paddleboard qualification ISA or equivalent
- Surfing: ISA or equivalent.
- Mountain biking: MTB leadership or equivalent.
- Bushcraft: recognised bushcraft/forest school training or in-house competency sign-off.
- Skateboarding: Skateboarding GB instructor or competency-based training signed off by qualified instructor.
- Copies of all qualifications are held on file.

### **3.4 Behaviour Support & SEN Training**

All groups must be supported by a qualified teacher with experience in:

- Trauma-informed practice
- Positive behaviour support
- De-escalation strategies
- Understanding common SEN profiles
- Communication strategies for neurodiverse learners

### **4. Induction Training**

Before delivering sessions, all new staff must complete an induction covering:

- EduDiverse ethos, values and expectations
- Safeguarding procedures
- Emergency Action Plan
- Risk assessments and dynamic risk assessment practice
- Site-specific operating procedures
- Equipment checks and maintenance
- Reporting procedures (accidents, incidents, safeguarding)
- Professional conduct and boundaries

A senior leader will sign off the induction once competence is demonstrated.

### **5. Ongoing Training & CPD**

EduDiverse is committed to continuous professional development. Staff will have access to:

- Annual refresher training
- Activity-specific upskilling



- Peer observations and reflective practice
- Updates to policies, procedures and risk assessments

Where external training is required to maintain qualifications, EduDiverse will support staff to access appropriate courses.

## **6. Competency Sign-Off**

Staff must be formally signed off as competent before leading sessions. Sign-off includes:

- Observation by a senior instructor
- Demonstration of safe practice
- Understanding of risk assessments
- Ability to manage group behaviour
- Clear communication with students
- Ability to respond to emergencies
- Professional judgement and decision-making

Competency is reviewed annually or sooner if concerns arise.

## **7. Supervision of New or Developing Staff**

- New staff will be supervised until they demonstrate competence.
- Volunteers and students on placement must never lead sessions.
- Developing staff may co-lead sessions under supervision.
- Additional supervision will be provided where needed.

## **8. Record Keeping**

EduDiverse will maintain up-to-date records of:

- Qualifications
- Training completed
- Induction checklists
- Competency sign-off
- CPD logs
- Expiry dates for certificates

It is the responsibility of each instructor to ensure their qualifications remain valid.

## **9. Review of Policy**



This policy will be reviewed annually or sooner if:

- Legislation changes
- New activities are introduced
- An incident highlights the need for revision