

## Staff Training and Development Policy (Housing)

<b>Policy Name:</b>	Staff Training and Development Policy (Housing)
<b>Version:</b>	V.1
<b>Approved by:</b>	<i>The Board of Management and Trustees</i>
<b>Approved date:</b>	17th November 2025
<b>Next review date:</b>	17th November 2026
<b>Key Legislation and Regulations:</b>	Care Act 2014 Health and Safety at Work Act 1974 Equality Act 2010 UK GDPR & Data Protection Act 2018 Safeguarding Vulnerable Groups Act 2006 Oakfield aligns with sector guidance from Skills for Care and the Local Safeguarding Adults Board (LSAB) to ensure training reflects current standards and community needs.
<b>Relevant Policies</b>	Safeguarding Health & Safety Data Protection Whistleblowing Recruitment & Employment Risk Management EDI
<b>EA:</b>	Equality Analysis is currently under review
<b>DPIA:</b>	DPIA is currently under review
<b>Consultation:</b>	Board of Trustees
<b>Applies to:</b>	All Tenants, employees and volunteers

### 1. Policy Statement

Oakfield (Easton Maudit) Ltd is committed to investing in the growth, confidence, and competence of our people. We believe that well-trained staff, volunteers, and trustees are essential to delivering safe, inclusive, and high-quality housing and care services. Our approach to training and development reflects our values of dignity, empowerment, and continuous improvement.

This policy outlines how Oakfield supports learning across all roles and ensures that everyone working with us is equipped to meet the needs of the individuals and communities we serve.

### 2. Purpose

The purpose of this policy is to:

- Ensure all personnel have the skills, knowledge, and confidence to perform their roles effectively
- Promote a culture of learning, reflection, and professional growth
- Maintain compliance with legal, regulatory, and sector standards
- Support career progression and leadership development

### 3. Scope

This policy applies to:

- Trustees and board members
- All paid staff (full-time, part-time, temporary)
- Volunteers and agency workers

It covers:

- Induction and mandatory training
- Role-specific and specialist training
- Continuous professional development (CPD)
- Leadership and governance development

### 4. Commitments

Oakfield is committed to:

- **Annual Training Plans** Training needs are identified through appraisals and supervision, and incorporated into annual plans.
- **Comprehensive Induction** All new personnel receive structured induction covering Oakfield's values, safeguarding, EDI, health and safety, and role-specific expectations.
- **Access to Learning Opportunities** Staff and volunteers can access internal and external courses, mentoring, shadowing, and CPD pathways.
- **Fair Access and Inclusion** Training is offered equitably, with adjustments made for learning styles, accessibility needs, and language preferences.

### 5. Training Priorities

Oakfield prioritises training in the following areas:

- **Legal Compliance** Safeguarding Adults, Health & Safety, Mental Capacity Act (MCA), Deprivation of Liberty Safeguards (DoLS), Infection Control, First Aid
- **Equality, Diversity & Inclusion (EDI)** Prevent awareness, autism and learning disability awareness, cultural competence
- **Service Delivery** Positive Behaviour Support (PBS), customer service, tenancy sustainment, trauma-informed care
- **Role-Specific Competencies** Epilepsy management, diabetes care, stoma care, medication administration, manual handling
- **Leadership and Governance** Trustees receive training in governance, safeguarding, regulatory compliance, and strategic oversight

### 6. Development Pathways

Oakfield supports long-term development through:

- NVQs and Accredited CPD Staff are encouraged to pursue qualifications relevant to housing, care, and leadership.
- Career Progression Opportunities to advance into senior roles, including team leads and registered manager positions.
- Sector Engagement Attendance at forums, audits, and conferences to share learning and stay informed.

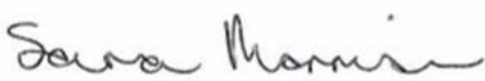
## 7. Monitoring and Evaluation

Oakfield ensures training quality and effectiveness through:

- Training Matrix Maintained monthly by management to track completion, renewal dates, and role-specific requirements.
- Supervision and Appraisals Include knowledge checks, reflective discussions, and feedback from people we support.
- Feedback Loops Tenants and service users contribute to evaluating staff performance and training impact.
- Budget Allocation Annual budget is set aside for training, CPD, and external learning opportunities.

## 8. Monitoring and Review

- This policy is reviewed annually by the Managing Director and approved by the Board of Trustees
- Training outcomes and gaps are reported regularly to senior management and reviewed regularly by the Managing Director
- Serious incidents or regulatory changes may trigger interim policy updates

<b>Signed - Chair of Trustees:</b>	
<b>Print:</b>	Mrs Sara Morrison
<b>Date:</b>	17 <sup>th</sup> November 2025