

Mulberry Bush Learning & CPD Policy

Date September 2020	Review Date March 2021	Coordinator Head of Outreach	Nominated Trustee Chair of Trustees
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Primary Task

The primary task is to encourage the development of skills and learning of the staff working across the Organisation in a way that maximises their ability to meet the primary task within the framework of government and organisational policy and guidance.

The Mulberry Bush works to develop practice in line with National Minimum standards, National Curriculum requirements, Community of Community Therapeutic standards and criteria for Therapeutic Child Care, with the intention of extending practice beyond these criteria where possible.

The Mulberry Bush Organisation Continuing Professional Development for Staff

The Mulberry Bush Organisation strives to offer the highest quality care and treatment for traumatised children. To achieve this, we ensure our staff are trained to the highest possible standards and supported in their professional registration requirements.

Further continual professional development is something we encourage in all staff. It is not the responsibility of the organisation to ensure individual staff are up to date with their training and CPD requirements but that of the individual staff members and teams - though we will try and ensure structures are in place to support people to meet their requirements. Bursaries and funding may be available via the Training Committee, along with support in finding the appropriate type of professional development.

Induction

All staff appointed to the Mulberry Bush will be expected to undertake a period of induction in line with the duties of their job. This will include all mandatory requirements such as Safeguarding, Health and Safety and Fire Safety. It will include the program of initial induction sessions which introduce the task, approach, philosophy and theory base of the school and link these to practice and day to day work. These sessions are mapped against the CCQI (part of the Royal college of Psychiatrist's Centre for Quality Improvement) core competency framework, The Consortium for Therapeutic Communities core competencies and the Level 3 Diploma in Residential Child Care.

Agency members of staff will undertake some or all of the induction sessions, depending on previous experience and role in the school, as well as number of shifts and length of time they remain working at the school. The intention is that all agency staff members undertake the full induction program, but recognise that this may not be practical or proportionate in a small number of cases. Managers in Group living and Education will make decisions in consultation with the Senior Training Officer, with safeguarding, support for the staff members involved and the children's wider needs being the priority.

Some induction information will be given to agency staff and students on placement in writing, and their understanding checked through induction meetings and supervision.

All new staff members will be expected to complete the induction checklist relevant to their role.

Ongoing Training

Will be provided to all new staff members working directly with the children on a regular basis once they complete induction training, and until they commence the Foundation Degree or are deemed to have an equivalent qualification. In some cases, they may complete the ongoing training program and there may be a period of time where their professional development happens through supervision and other aspects of their work while they wait for a Foundation Degree cohort to start.

Accreditation/Qualification

All staff working alongside the children will be qualified to a minimum Level 3 standard within two years of employment. The Mulberry Bush runs its own level 5 Foundation Degree in Therapeutic Work with Children and Young people, with the University of the West of England (UWE), which we regard as an equivalent to the Level 3 Diploma for Residential Child Care, having been mapped against the contents.

Staff appointed to the school who already hold an appropriate or relevant qualification will be expected to undertake the two year Foundation Degree content but not necessarily the academic assessment. It is expected that holding the Foundation Degree will be a pre-requisite for promotions within the Mulberry Bush for staff working alongside children.

Required Training for all Staff

All members of staff will receive the following training appropriate to their role. This will include:

- i) Health and Safety – to be completed within four weeks of employment
- ii) Safeguarding (see also the MBS Safeguarding Policy)

All staff will be trained at 'Generalist' level or a standard agreed by the school to be an equivalent to that provided by Oxfordshire Safeguarding Children's Board (OSCB). Staff will be re-trained at a frequency of at least every three years. Those staff who hold designated safeguarding responsibilities will be additionally trained by the OSCB and re-trained at a frequency of at least every two years, in line with legal requirements. This training includes Prevent, FGM, CSE, Bullying, Equality and Diversity and e-safety. Those staff trained in safer recruitment will be required to re-train at least every five years.

iii) Team Teach

All Mulberry Bush staff based on the school site will be trained in the philosophy and approach of Team Teach (6hr course). Staff working directly alongside the children will be required to undertake the full 12hr Team Teach Intermediate Course. Staff working in Education and Group Living may subsequently be required to undertake the Advanced Level of Team Teach training. All staff will be required to adhere to Team Teach refresher timescales.

Staff not based on the main school site may undertake a level of Team Teach training appropriate to their role, in consultation with their line manager.

Required training for all staff involved in direct work with children:

a) First Aid training, to be refreshed every three years.

b) Food Hygiene Training

All staff working with the children and involved in the preparation and serving of food on a regular basis shall undertake Food Hygiene Training within one term of commencing employment. Refresher training will be undertaken every three years.

NB – The grid on page 58 shows which training is required by different parts of the Mulberry Bush.

Monitoring and Recording

1) All training is principally self-monitored and recorded through contribution to:

a) Appraisals

b) Supervision and Performance Support

2) The Outreach and Training department responsibilities:

a) Keeping accurate and complete records of Training delivered

b) Oversight of Induction, further training and ongoing training

c) Evidencing outcomes of training to positive outcomes for the children

3) Supervisors have managerial oversight of the training and professional development of their Supervisees:

a) Ensuring individuals training is up to date

b) Probationary period assessment of workers practices to ensure learning is being applied in line with National Induction Standards

c) Identifying training needs

d) Providing training in some cases

e) Supporting staff to continue their professional development.

Links to salary

Any training undertaken whilst in the employment of the school may be used as a factor in determining staff salaries. Except in extreme circumstances salaries will not alter purely in relation to the undertaking and completion of a training course.

Use of library

The school will provide a comprehensive library that can be accessed by all staff. Books may be booked out and borrowed from the library in line with the library procedures. All content of the library shall remain the property of the Mulberry Bush and staff may be asked at any time to return items to the library. Should staff fail to return items to the library within two weeks of being asked they may be billed for the cost of replacement.

Bursaries

The Mulberry Bush Organisation is keen to support all staff to develop through undertaking external training which is deemed directly relevant to the work of the individual and is felt to significantly contribute to the work of the organisation and will aside up to 10% of its annual budget to support the applications of bursaries. All requests for funding must be submitted to the Senior Training Officer in writing and be supported in writing by the applicant's line manager. Bursaries may be applied for by any member of staff who has been employed at the school for at least 12 months and who has identified an area of training outside of their regular training needs and is seeking financial support. Bursaries awarded will be per year of study. For longer courses applicants will have to re-apply for each additional year of study. All applications for bursaries will consider the relevance to the applicant's role, any previous application and funding awarded, expected benefits to the organisation and views of the applicant's line manager.

Any application for less than £200 may be awarded complete funding at the discretion of Mulberry Bush Outreach. The maximum amount that may be awarded will be up to 50% of the annual course costs to a maximum amount of £1500. All amounts awarded are at the discretion of the training committee.

Repayment should the staff leave Mulberry Bush employment:

The Mulberry Bush reserve the right to reclaim back payment from staff salaries should staff leave MBO employment. This will be done on a sliding scale: 75% in the first year, 50% in the second year, 25% in the third year.

Commitment from Staff: All staff who are awarded any form of funding are expected to identify ways in which their learning can be brought back to the Mulberry Bush. This may involve co-running training sessions with another member of staff.

CPD

Possible ways in which any staff member might meet their CPD requirements include:

- Attending internal training sessions (all staff can join any FdA session or any other session run throughout the year)
- Visiting other organisations (the school can help arrange these visits)
- Reading relevant professional journals / dedicated professional magazines and websites (the school subscribes to Children and Young People Now, National Children's Bureau, SEBDA, Therapeutic Communities, Journal of Child Psychotherapy amongst others)
- Attending external events – conferences/workshops etc. Staff can apply for bursaries to attend relevant events
- Using reflective spaces to develop our understanding of ourselves and our task
- Using supervision to learn about ourselves and the work
- Shadowing another team or individual within the organisation
- Attending the monthly Reading Group

Individual staff should take responsibility for ensuring that the school's HR secretary has copies of all relevant training certificates and professional registrations and that these are held on their staff file.

Below we have highlighted specific areas of continuous professional development that we are aware of. This is not meant to be an exhaustive list but should encourage staff to think about how their own development fits within their team.

Group Living

- All staff working in residential child care are expected to undertake the Level 5 Foundation Degree in Therapeutic Work with Children and Young People. This is above and beyond the mandatory requirement to reflect the high quality work of the school.
- Staff should look to visit other establishments or attend external courses as part of developing specific areas of practice.

Education Staff

- Teachers – are required to hold a recognised teaching qualification and be registered with the GTP. Teachers are required to undertake curriculum development and attend the sessions that make up the Foundation Degree. They are not required to enrol as assessed students, though may do so if they wish.
- STA's and TA's – are required to undertake the schools Foundation Degree and curriculum development.

Therapies and Networks Team

- Drama Therapist - attending at least 2 days' external conference/workshop related events
- Music Therapist – attending at least 2 days' external music therapy related events
- C&A Psychotherapists -
- Family therapist – monthly supervision with qualified family therapy supervisor / attendance at least 2 relevant external events twice a year
- Nurse - undertake at least 35 hours of learning activity relevant to their practice every three years and maintain a personal professional profile of their learning activity

Outreach Department

- Should observe externally-run training sessions and undertake group/reflective training
- Should deliver at least three external training sessions per year

Managers

- All managers should be proactive in their professional development and are expected to undertake a minimum of two days CPD per year.
- This should include clinical supervision training, some form of management training, holding a level 4 qualification (for managers in group-living). These can be provided externally and arranged by the school.

Social Workers

- Maintain a continuous, up-to-date and accurate record of their CPD activities
- Demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice
- Seek to ensure that their CPD has contributed to the quality of their practice and service delivery
- Seek to ensure that their CPD benefits the service user
- Upon request, present a written profile, which must be their own work and supported by evidence, explaining how they have met the standards for CPD

The above comments and suggestions are in addition to staff members ensuring they are up to date with membership of their professional body, the fees of which are the responsibility of the individual staff member.

Admin Team / Kitchen Team / Ancillary Staff / Maintenance Team

As with all Mulberry Bush employees all support teams are supported and encouraged to undertake professional development appropriate to their role.

These may include:

- developing computer skills
- food hygiene training
- training in how to use specific pieces of equipment

Role of the Trustee Body

All trustees will be required to undertake safeguarding training and undertake a refresher at least every three years; in addition to Prevent.
The trustees will ensure that a sufficient number are familiar with the use of Team Teach across the Organisation.

Role of the Management Team

Team managers are responsible for monitoring their team's attendance at training and supporting staff to make sure they are up to date.

Role of Staff

It is the responsibility of all staff to ensure they identify their training needs and are up to date with their renewable training.

Renewable Training - Who needs to complete what?

	Ancillary / Housekeepers	Maintenance	Admin	Education Staff	T&NT	L&RC	SLT	Group Living	Nurses	Trustees	MB3
First Aid				√				√	√		√
First Aid at Work – 3 day		a representative		Forest schools staff					√		
Safeguarding	√	√	√	√	√	√	√	√	√	√	√
Safeguarding (designated lead)					Head of Outreach		√ Per role				
Team Teach (1 day) PBM level 1	√	√	√		√	(1)	√ Per role		√	√ appropriate number	
Team teach – 2 day intermediate PBM level 2				√			√ Edu//GL	√			
Team teach – 1 day Advanced PBM				√			See notes	√	See notes		
Food Hygiene				√ - STAs only				√			
Fire Awareness	√	√	√		√	√	√		√		√
Fire Marshal				√ (2)				√ (2)			a representative
Lifting & Handling (COSHH)	√	√									
MBO annual charity day	√	√	√	√	√	√	√	√	√	By invitation	√
Induction Training	√	√	√	√	√	√	√	√	√		√
Foundation Degree (FDA)				√				√			
Dip L&M								HM's GLMT			
Supervision		√ Per role		Teachers		√ Per role	√	HM's, DHM's, GLMT			√ Per role

Notes:

School nurse & SLT will be trained to basic Team teach but with an awareness of advanced techniques and increased levels of risk.

(1) - dependant on role

(2) - except L'Attitude/GAP students/volunteer