

## Mulberry Bush Learning & CPD Policy

Date	Review Date	Coordinator	Nominated Trustee
February 2024	February 2026	Head of Outreach	Chair of Trustees

### Our Aim

The aim of this policy 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 of the Organisation within the framework of government and organisational policy and guidance.

### Continuing Professional Development for Staff

The Mulberry Bush Charity strives to be a leading charity for advancing the education, training, research and specialist therapeutic services for emotionally troubled and traumatised individuals, their families and communities. 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 ensure structures are in place to support people to meet their requirements.

### 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, and Health and Safety including Fire Safety. It will include a program of initial induction sessions which introduce the task, approach, philosophy and theory base of the charity and link these to practice and day to day work. These sessions are mapped against The Consortium for Therapeutic Communities core competencies and the Children's Homes Quality Standards.

Beyond the initial induction period staff members will be expected to complete various tasks relevant to their role over and above the taught induction sessions. These will be agreed and overseen by teams and/or departments. These will need to be completed by the end of the probationary period.

Outreach staff will, as part of their induction arrange to spend time over a three-month period alongside houses or classes to gain an understanding of the journey of a child through their placement at the school.

**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. Managers in Group Living and Education will make decisions, in consultation with the Charity Learning and Development Lead, 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.

### **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.

### **Learning and CPD requirements across the charity**

The different roles and services across the charity naturally have different learning and development needs.

In relation to CPD Heads of Departments have been asked to identify the CPD requirement of their particular teams and this can be found on the [Learning Hub](#).

The following section provides an overview of the requirements for each service in relation to mandatory training but recognises that there will be variation, even within teams.

### **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 (FdA),

with the University of the West of England (UWE), which we regard as an equivalent to the Level 3 Diploma for the Children and Young People's Workforce, having been mapped against the contents.

Staff appointed to the school who already hold an appropriate or relevant qualification will be expected to participate in the two-year Foundation Degree but not necessarily to undertake the academic assessment. It is expected that holding the Foundation Degree, or equivalent, will be a prerequisite for promotions within the Mulberry Bush for staff working alongside children. Completion of the FdA may also be required for members of staff in other areas of the school involved in the dissemination of the work of the Mulberry Bush, which will include staff in the Outreach Team.

### **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 (including Fire Marshal/Awareness as relevant to role. See Appendix 1) – to be completed within four weeks of employment

ii) Safeguarding (see also the MBS Safeguarding Policy)

All staff will be trained at Level 2 or a standard agreed by the school to be an equivalent to that provided by Oxfordshire Safeguarding Children Board

(OSCB). Staff will be re-trained at a frequency of at least every three years.

Those staff who hold designated safeguarding responsibilities (DSLs) will be additionally trained by the OSCB and re-trained at a frequency of at least every two years, in line with legal requirements.

All staff working alongside children, the Outreach Team and Trustees with oversight of school activities will be required to complete **Prevent** and **Cyber Security** training. Those staff trained in **Safer Recruitment** will be required to renew their certification at least every five years.

iii) All supervisors will complete Reflective Supervision training.

### **Required training for school based staff**

Staff based on the site of the school will, in addition to the training listed above, be required to complete the following:

iv) 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 12 hr Team Teach Level 2 Course.

Staff working in Education and Group Living may subsequently be required to undertake the Level 3. All staff will be required to adhere to Team Teach refresher timescales. Other staff may also complete Team Teach training dependent on role.

v) First Aid

All staff working alongside the children will be required to complete Emergency First Aid (Save a Life) training. In addition to this an appropriate number of staff will train as Designated First Aiders in order to ensure safe levels of cover for evenings, weekends and school holidays.

vi) Food Hygiene Training

All staff involved in the preparation and/or 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 – [Appendix 1](#) summarises what training is required by different parts of the Mulberry Bush Organisation

### **Monitoring**

It is the responsibility of all staff to ensure they identify their training needs and are up to date with their renewable training. Team managers are responsible for monitoring their team's attendance at training and supervision and supporting staff to make sure they are up to date.

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
- c) Identifying training needs
- d) Providing training in some cases
- e) Supporting staff to continue their professional development

The Outreach training responsibilities:

- a) Enabling an appropriate level and frequency of training to be available to all staff
- b) Keeping accurate and complete records of training delivered and attendance

## **c) Oversight of induction, ongoing training and CPD**

### **Links to salary (CHARITY)**

Any training undertaken whilst in the employment of the charity 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 (CHARITY)**

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.

All Mulberry Bush staff also have access to the MB3 archive and library.

### **Bursaries (CHARITY)**

The Mulberry Bush is keen to support all staff to undertake external training which is deemed directly relevant to their work and will thus significantly contribute to the work of the organisation. As such bursaries and contributions to the cost of training may be available.

All requests for funding must be submitted to the Charity Learning and Development Lead via the [online form](#) (accessible via the Learning Hub) and must 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 £250 may be awarded complete funding at the discretion of the Charity Learning and Development Lead. Amounts higher than this will be taken to the monthly finance meeting. The maximum amount that

may be awarded will be up to 50% of the annual course costs to a maximum amount of £1500.

### **Repayment should the staff leave Mulberry Bush employment**

The Mulberry Bush reserves the right to reclaim back contributions towards training courses 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 or creating materials to support other people to work in a particular way.

### **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 (we 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
- Shadowing another team or individual within the organisation or other staff/ services
- Attending the monthly Reading Group
- Use membership of professional associations (e.g. APPCIOS, BACP, BCP, NAHT, NASS) to gain access to CPD opportunities.

In addition to the activities listed above there is an expectation that reflective spaces should be used to develop our understanding of ourselves and our task and supervision, which is a mandatory requirement, should be used as an opportunity to learn about ourselves and the work

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

### **Role of the Trustee Body**

All trustees overseeing the work of the school will be required to undertake safeguarding training and undertake a refresher at least every three years; in addition to completing Prevent and Cyber Security training.

The Chair of Trustees will ensure that all trustees involved in the running of the school (i.e. members of the EC&T committee) are familiar with the use of Team Teach.

### **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 that they are up to date with their renewable training.

## **APPENDIX 1: Renewable training requirements across the charity by dept.**

Please note that although this section provides an overview of the requirements for each service, it should be recognised that there may be variation, even within teams.

Charity Admin/Finance/ Fundraising/Marketing & Comms/Research/ SLG	
Fire Awareness	5 years

Safeguarding	3 years
Education	
First Aid	3 years
Fire Marshal	3 years
Safeguarding	2 years
Team Teach Level 2	2 years
Team Teach Advanced Modules	annually
Cyber Security	On joining
Prevent	5 years
Group Living	
First Aid	3 years
Fire Marshal	3 years
Safeguarding	2 years
Team Teach Level 2	2 years
Team Teach Advanced Modules	annually
Food Hygiene	3 years
Prevent	5 years
Cyber Security	On joining
Housekeeping/Ancillary/Maintenance	
Fire Awareness	5 years
First Aid at Work (1 representative)	3 years
Safeguarding	3 years
Manual Handling	3 years
COSHH	3 years
Team Teach Level 1	3 years
Prevent	On joining
Cyber Security	On joining
MB3	
Fire Awareness	5 years
Fire Warden (1 representative)	5 years
Safeguarding	3 years
First Aid at Work (1 representative)	3 years
Outreach	
Fire Awareness	5 years
Safeguarding	3 years
Prevent	On joining
School Admin	
Fire Awareness	5 years
Safeguarding	3 years
Team Teach Level 1	3 years

Prevent	On joining
Cyber Security	On joining
School Nurse	
Fire Awareness	5 years
Safeguarding	2 years
First Aid at Work (3 day course)	3 years
Prevent	On joining
Cyber Security	On joining
Therapies & Networks Team	
Fire Awareness	5 years
Safeguarding	2 years
Prevent	On joining
Cyber Security	On joining
Trustees	
Safeguarding (EC&T members)	3 years
Team Teach briefing as required (EC&T members)	as required
Prevent (EC&T members)	On joining
Safer Recruitment (Chair of Trustees)	5 years
Designated Safeguarding Lead Training (Safeguarding Trustee)	annually