



Staff Training, Monitoring & Supervision Policy

09/26

Review date: 09/27.

1. Policy Statement

Castle Farm Countryside Classroom Ltd is committed to ensuring that all staff, volunteers, and contractors have the knowledge, skills, and support necessary to provide high-quality, safe, and effective learning experiences.

We recognise that our work in outdoor, farm-based, and alternative education settings carries specific responsibilities for the safety, wellbeing, and development of our learners. Staff training, monitoring, and supervision are essential to maintaining professional standards, safeguarding, and a positive learning environment.

The aims of this policy are to:

- Ensure staff are competent, confident, and compliant with statutory and organisational requirements.
- Maintain consistent quality in teaching, learning, and care.
- Support staff personal and professional development.
- Promote a culture of accountability, reflection, and continuous improvement.
- Ensure all staff receive appropriate induction, ongoing training, and supervision.

2. Organisation and Responsibilities

Directors Responsibilities

The Directors hold ultimate responsibility for:

- Ensuring all staff receive induction and ongoing training appropriate to their role.
- Providing access to professional development opportunities.
- Monitoring staff performance, wellbeing, and adherence to policies and procedures.
- Ensuring that training records are up to date and securely maintained.
- Reviewing the effectiveness of supervision, appraisal, and professional development processes.

Line Manager / Senior Staff Responsibilities

Line managers or senior staff will:

- Conduct regular debrief sessions that will support and identify specific development needs, and wellbeing.
- Observe staff practice, providing constructive feedback and guidance.
- Identify training needs and support staff in accessing relevant courses or resources.
- Ensure that health and safety, safeguarding, and risk management practices are consistently followed.

Staff Responsibilities

All staff are expected to:

- Engage actively in induction, training, and professional development opportunities.
- Implement skills, knowledge, and guidance from training in daily practice.
- Reflect on their practice and seek advice where necessary.
- Attend debrief and appraisal meetings and contribute constructively.

3. Induction and Training

All new staff, volunteers, and contractors will receive a structured induction covering:

- Safeguarding and child protection policies and procedures.
- Health and safety, including risk sit specific and activity risk assessments, fire procedures.
- Student specific information such as EHCP needs and risk assessments.
- Organisation ethos, values, and curriculum approaches.
- Use of equipment, tools, and PPE.
- Reporting procedures for accidents, incidents, and near misses.

Ongoing training will be provided through:

- Mandatory statutory training (First Aid, Fire Safety, Safeguarding, Food Hygiene if applicable).
- Role-specific practical training (e.g., tool use, animal care, outdoor learning).

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- Professional development courses relevant to alternative and experiential education.
- Workshops, in-house mentoring and training and peer observations.
- Training effectiveness will be reviewed through observation, feedback, and debrief discussions.

4. Monitoring and Supervision

Observation and Monitoring

- Staff practice will be monitored through observations, shadowing, and peer review.
- Feedback will be constructive, specific, and linked to professional standards and organisational policies.
- Action plans will be agreed where areas for development are identified.
- Staff can ask for a support meeting with the operational director at any point and this will be facilitated, alternatively this will be offered if it is felt that the staff member would benefit from a support meeting.

These meetings should aim to:

- Provide an open agenda on any personal and professional issues
- Provide a forum to address feelings aroused by working with other Staff. and students in stressful situations
- Help managers stay in touch with the quality and extent of support they should be providing
- Provide a safe and appropriate environment to 'safety valve' issues, instead of them "spilling out" in the work situation
- Be a relaxed occasion enabling the opportunity to fully explore their ideas, feelings and attitudes.

What occurs in Personal Support Meetings should not be discussed elsewhere, except where the member of staff wishes it to be or the subject under discussion necessitates a response or action. Any disclosures from staff members concerning safeguarding issues whether in current or previous employment cannot be regarded as confidential and must be reported **WITHOUT DELAY**

Appraisal

- Annual appraisal will review performance, achievements, and development needs.
- Appraisal outcomes will inform training opportunities and any further support needed.
- Appraisals will take place annually at the end of the academic year.

5. Review

This policy will be reviewed annually, or sooner if:

- There are changes in legislation, guidance, or inspection requirements.
- Staff feedback identifies improvements.
- New roles or activities are introduced.