

Training & Competency Policy

SENbetweeners Hub UK

Policy Reference: 4.2

Effective Date:  Date

Review Frequency: Annual

Approval Body: Board of Trustees / Head of Governance

1. Statement of Intent

SENbetweeners Hub UK is committed to ensuring that all staff and volunteers possess the necessary skills, knowledge, and values to provide high-quality education and support to children and young people. We recognize that staff competency is the cornerstone of effective safeguarding and Special Educational Needs (SEN) provision. This policy ensures compliance with the Department for Education (DfE) statutory guidance, including 'Keeping Children Safe in Education' (KCSIE) and the 'SEND Code of Practice'.

2. Statutory Framework and Compliance

This policy is designed to meet the requirements of the following UK legislation and guidance:

- **Keeping Children Safe in Education (KCSIE):** Mandatory safeguarding training and annual updates.
- **Education Act 2002 (Section 175):** Duties of local authorities and governing bodies regarding welfare.
- **SEND Code of Practice 0-25 (2015):** Ensuring staff are qualified to meet the needs of pupils with SEND.
- **Ofsted Education Inspection Framework (EIF):** Evaluating the effectiveness of leadership and management in staff development.
- **Working Together to Safeguard Children (2023):** Multi-agency expectations for competency.

3. Mandatory Training Requirements

To maintain professional standards and ensuring the safety of our service users, the following training is mandatory for all personnel:

3.1 Level 2 Safeguarding Training

- **Frequency:** Every 2 years (Full certification).
- **Updates:** In addition to the biennial Level 2 certification, all staff must receive annual safeguarding updates to provide them with relevant, up-to-date information.
- **Content:** Recognising signs of abuse, reporting procedures, Prevent duty, and online safety.

3.2 SEN Awareness Training

- **Frequency:** Every 2 years.
- **Content:** Understanding the Attendance Banding Framework, neurodiversity, inclusive pedagogy, and specific strategies for mapping needs to absence.

4. Induction and Probationary Competency

All new employees must undergo a robust induction program within their first week of employment. This includes:

1. **Safeguarding Induction:** Immediate briefing on the Safeguarding & Child Protection Policy, the role of the Designated Safeguarding Lead (DSL), and Part 1 of KCSIE.
2. **Competency Assessment:** Initial mapping of existing qualifications against the Hub's operational requirements.
3. **Probationary Review:** Regular 1-to-1 meetings to identify any immediate training gaps.

5. Training Matrix and Record Keeping

The Head of Governance shall maintain a central Training Matrix to monitor compliance.

Training Module	Target Group	Frequency	Certification Level
Safeguarding	All Staff ▾	Every 2 Years ▾	Level 2 ▾
SEN Awareness	All Staff ▾	Every 2 Years ▾	Hub Standard ▾
First Aid at Work	Designated ... ▾	Every 3 Years ▾	HSE Approv... ▾
Fire Safety	All Staff ▾	Annual ▾	Internal/On... ▾
Data Protection (GDPR)	All Staff ▾	Annual ▾	Internal/On... ▾

6. Performance Management and CPD

Training and competency are integrated into the annual performance appraisal process.

- **Continuous Professional Development (CPD):** Staff are encouraged to identify external courses that align with the Hub's strategic goals.
- **Competency Reviews:** If a staff member's performance falls below expected standards, a targeted training plan will be implemented before any formal disciplinary action is considered.

7. Non-Compliance

Mandatory training is a condition of employment. Failure to complete required modules within the specified timeframes (unless due to extenuating circumstances such as long-term sick leave) may result in:

- Suspension from frontline duties involving children.
- Formal performance management procedures.
- Review of professional registration status where applicable.

8. Monitoring and Review

The effectiveness of this policy is monitored through Ofsted-readiness audits, staff feedback, and training evaluations. This policy will be reviewed annually by the Head of Governance to ensure it reflects current DfE statutory guidance.

9. Approval & Authorization

Signed: _____

Role:  Person (Head of Governance / DSL)

Date:  Date