# Training Policy

## Ethos Statement

**TAO Independent School** ensures training reflects the diverse needs of its young people, with regular CPD opportunities on trauma-informed practice, SEND, and inclusive education approaches.

### Principles

- It is an expectation that all staff will remain current with CPD and best practice in line with their current qualifications.
- Staff undertaking roles or activities requiring first-aid competence must hold training appropriate to their role, responsibilities and identified risk. Outdoor or specialist first-aid qualifications are maintained where required by activity-specific arrangements, risk assessment or recognised good practice
- All staff receive safeguarding and child-protection training as part of induction and safeguarding updates and refreshers at least annually. Prevent awareness is included within safeguarding induction and updates according to role, identified need and changes in local or national risk.
- The DSL and DDSL complete designated safeguarding lead training at least every two years and update their safeguarding knowledge and skills at least annually.
- Staff participate in meetings, briefings, training and professional development appropriate to their role, responsibilities, identified need and school improvement priorities.
- Staff are expected to understand and follow the policies, procedures and guidance relevant to their role and responsibilities.

This policy should be read alongside the Safeguarding Policy and Staff Code of Conduct/guidebook.

### Monitoring

Training and compliance records are maintained by the School and monitored by the Headteacher, with significant gaps, risks or resource implications reported to the Proprietor as appropriate. All training and observation records are stored digitally within TAO's secure

OneDrive “Staff Compliance Matrix,” enabling real-time monitoring of qualification status, renewal dates, and CPD evidence.

As part of the recruitment process staff will need to undergo an induction which will contain the following elements;

- Induction is proportionate to role and includes, as applicable:
- Safeguarding and child protection
- Prevent awareness
- Relevant policies and procedures
- SEND and inclusion
- Health and safety
- Role-specific systems and operational arrangements
- Observation, supervision or competency assessment where appropriate to the role
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- SEND Training Session.
- Observation, supervision or competency assessment may be used where appropriate to the role
- Feedback session.

Staff undertaking specialist, technical or outdoor activities must maintain competence, qualifications, technical advice and site-specific authorisation appropriate to the activity and level of risk. Competence is reviewed proportionately through the School’s operational outdoor-activity arrangements

The Headteacher may use observation, supervision, professional dialogue or other proportionate quality-assurance activity to identify development needs and assure effective practice.

Relevant training, qualification and competence records are maintained securely and used to inform professional development and assurance.

## Roles and Responsibilities

Headteacher: operational responsibility for identifying training needs, induction, staff competence and maintenance of appropriate training records.

DSL/DDSL: responsible for safeguarding training and updates in accordance with the Safeguarding & Child Protection Policy.

SENDCo: supports identification of SEND/inclusion training needs.

Proprietor: provides strategic oversight and assurance that appropriate training systems and resources are in place.

Staff: responsible for engaging with required training and maintaining role-specific competence.

### Legal Framework & Review

This policy has been developed with reference to the following legislation and guidance:

- Education (Independent School Standards) Regulations 2014 (as amended), where relevant

• Keeping Children Safe in Education 2026
• Working Together to Safeguard Children 2026
• Counter-Terrorism and Security Act 2015 and Prevent Duty Guidance, where relevant
• Equality Act 2010
• Health and Safety at Work etc. Act 1974
• Management of Health and Safety at Work Regulations 1999
• Adventure Activities Licensing Regulations 2004, where applicable

**Version Updates**

| Version | Date | Author | Review / Changes | Approved By |
|---|---|---|---|---|
| 2.0 | 09/09/2026 | Daniel Giblin | 09/09/2027 | Headteacher / Proprietor |