



Continuing Professional Development (CPD) Policy

Version Number:

- 4

Applies To:

- APTCCO Charity Services
- APTCCO Independent Special School
- APTCCO Short Breaks
- APTCCO Out of School Activities

Associated Documents:

- **Safeguarding & Child Protection Policy**
- **Health & Safety Policy**
- **SEND Policy**
- **Equality, Diversity & Inclusion Policy**

Related Regulations:

- [Working Together to Safeguard Children 2023](#)
- [Keeping Children Safe in Education 2024](#)
- [Health & Safety at Work Act 1974](#)
- [SEND Code of Practice 2014 \(Updated 2024\)](#)
- [Equality Act 2010](#)
- [The Charity Commission for England and Wales](#)

Review Frequency:

- **Annually**

Date of Implementation:

- **Autumn 2024**

Review Date:

- **Autumn 2025**

Chief Executive Officer (CEO)

Date 5/12/24

Chair of Board of Trustees /Governing Board

Date 5/12/24

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Introduction

APTCOO values all the people who work within it. We aim to enable everyone within the organisation to reach their highest level of personal achievement. If we are to achieve this aim, all members of staff have an important part to play.

A programme of continuing professional development (CPD) seeks to value and develop the expertise of our staff, as well as to ensure that they continue to be equipped with the skills and knowledge they need to provide the best possible support for children and young people in times of continuous change.

Expenditure on the professional development of tutors and other staff is critical to, and directly related to, ensuring a high-quality standard of work and performance within APTCOO.

This policy provides the framework through which all staff are supported to develop professionally.

Aims and Objectives

We aim to support all staff in further developing the professional skills they need to do their job as well as they can, both in the interests of young people in APTCOO and in their own professional 'job satisfaction'.

An ongoing programme of professional development will address our organisational improvement needs, as reflected in our School Development Plan (SDP), and endeavour to keep pace with current educational developments and change.

We will also aim, wherever possible, to support the career development of our staff, and to strengthen leadership succession planning.

We recognise that an effective CPD is not just about members of staff going on training courses or attending meetings. Much effective professional development takes place within APTCOO through members of staff working alongside each other or with staff from other organisations.

This is a continuous process, and we aim, wherever possible, to create regular opportunities for such collaborative activities to take place.

We seek to create opportunities for members of staff to take key roles in leading professional development opportunities and training for their colleagues within APTCOO, both on an ad hoc basis and in planned training sessions

We aim to correlate CPD with the professional management review cycle of staff.

Staff Rights and Responsibilities

All staff in APTCOO are entitled to professional development opportunities. These opportunities are linked to local and national priorities, such as:

- Priorities identified in our school improvement plan.
- Appraisal as part of the performance management programme
- National developments in educational provision, emerging from the Department for Education (DfE) or Ofsted/DfE guidance.

APTCOO ensures that all staff have equality of opportunity, without discrimination, in seeking the highest level of personal achievement.

All new members of staff and volunteers will receive a planned induction programme as outlined in our staff handbook. All staff are entitled to an annual appraisal so that professional development needs can be identified and negotiated targets can be supported.

All staff must complete the assigned mandatory training in a reasonable time span. APTCOO will do its best to accommodate the needs of its staff in terms of dedicated time, but failure to complete it after these adjustments have been made could leave staff open to disciplinary proceedings.

APTCOO recognises its responsibility to offer development opportunities for staff with leadership and curriculum expertise.

Equal Opportunities

All members of staff are entitled to appropriate professional development regardless of gender, race, disability, sexual orientation, religion/belief, age, gender reassignment, pregnancy/maternity, and marriage/civil partnership, in accordance with the Equality Act 2010.

We ensure that all staff receive appropriate training, so that they can play their full part in ensuring that APTCOO not only promotes equality but recognises and celebrates diversity.

Evaluation

All professional development activities are monitored for their impact on APTCOO performance. Training evaluation forms are completed and returned to the CEO and Headteacher. We will aim, wherever possible, to do this via Microsoft Forms.

APTCOO records all professional development undertaken in and out of the organisation. APTCOO can provide an update of all training undertaken on request.

CPD programme

The CPD programme offers staff a wide range of development opportunities:

- Review of job description
- Induction
- Appraisal
- Whole staff training days
- Joint training sessions for staff and trustees
- Collaborative lesson study
- Paired reviews of children's work
- Providing and receiving coaching and mentoring
- Membership of local and regional networks
- Membership of professional associations

Mandatory Training

Staff are assigned mandatory training as an essential and non-negotiable part of their employment at APTCOO.

The following courses are mandatory for the staff indicated:

All staff (except where noted)		
Course name	Refresher period	Additional notes
Administration of Medication	Every three years	Does not apply to Business Support Team
Child Abuse Linked to Faith and Belief	Every three years	
Child Protection in Education	Annual designated refresher courses	
Coping with Risky Behaviours/De-escalation	Every two years	The Educare module will be the initial entry point as part of the induction process, but the full course is to be done in an all-day formal training setting including practical components.
Cyber Security	Annually	Updates to be done by bulletin/team training days.
Domestic Abuse: Children and Young People	Every three years	Does not apply to Business Support Team
Equality & Diversity	Annually	
Fire Safety in Education	Every two years	This refresher period is dependent on regular fire drills being performed at all sites.
First Aid (in line with HSE Guidelines)	Every three years	Educare course only as part of induction. External accredited training both 3 and 1 day.
Food Hygiene and Safety	Every three years	
A Guide to UK Data Protection	Every two years	Relevant updates between training dates will be cascaded by the DPO
Health & Safety in Education: Staff Awareness	Every two years	If staff member is part of senior leadership team, they will complete Health & Safety in Education: Senior Leadership Educare course.
Moving and Handling	Every two years	
Online Safety	Annually	

The Prevent Duty	Every two years	May come in the form of an update at team training days.
Safeguarding Children with SEND	Induction only – then updates as part of team training days/bulletins, linking in with Safeguarding Young People course below.	Refresher period dependent on annual KCSIE/safeguarding updates at team training days.
Safeguarding Young People	Every three years	Refresher period dependent on annual KCSIE/safeguarding updates at team training days.
Trauma-Informed Practice in Schools	Every three years	Does not include Business Support Team
Understanding Epilepsy	Every three years	
Young Carers	Induction only - then updates/briefings following any module updates issued by EduCare	

Selected Staff and Admin

How to be an Effective Fire Warden or Marshal	Every three years	
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Senior Leadership Team/SENCO

Health & Safety in Education: Senior Leadership	Every two years	
Looked After Children	Every three years	

CEO and Headteacher

Managing Allegations of Abuse Against Staff	Every three years	
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DSLs

Accredited DSL Training (Level 3) in line with local Safeguarding Children's Partnerships	Annual Updates following initial New DSL training	
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All courses are Level 2 unless individually noted otherwise. This list is not exhaustive. It may be amended at any time as new and relevant courses are published and are deemed of high relevance to our staff's continuing professional development.

Monitoring and review

This policy is monitored by the Compliance Lead and will be reviewed every three years or sooner if necessary.

Policy/ procedure for: Continuing Professional Development

RECORD OF CHANGES

DATE	AUTHOR	PROCEDURE	DETAILS OF CHANGE
December 2022	Mike Holmes	V2 Annual Review and Update	No changes
October 2023	Mike Holmes	V3 Annual review and update	Added refresher dates, tables, section on staff requirement to complete mandatory training, minor cosmetic changes and table of contents added.
January 2024	Mike Holmes	V3 additional review	Put additional information about Coping with Risky Behaviour training – Educare module is taster session to be followed by face-to-face practical training day.
August 2024	Mike Holmes	V4 Annual Review	Altered CPD list notes to clarify that Business Support Team and Senior Leadership Team are exempt from certain courses. Officially added in Trauma and Admin of Medication courses, though they <i>de facto</i> have been part of delivery team's CPD for at least a year.
December 2024	Compliance Lead	V4 Update	Addition of Young Carer induction training