

## Staff training, monitoring and supervision policy

Reviewed – July 2026

Next review – July 2027

**Staff training – Is the training and completion of Continued professional development (CPD) of all employees, volunteers and students that work for the company.**

**Monitoring – The process in which the company monitors and ensures staff, volunteer and student training.**

**Supervision – Clinical supervision is an accountable process which supports, assures and develops the knowledge, skills and values of an individual, group or team. Supervision sessions will focus on providing opportunities for staff to promote their own professional development which can in turn support service goals as well as improve the farm assistants experience. Clinical supervision is distinct from line management and appraisal, although relevant actions may be coordinated where appropriate.**

### Training

Dedham Therapy Farm provides continuous training to its team members. There are six designated training and admin weeks a year where the team is able to access various mandatory training and supplementary training to enhance their skills and knowledge. Training can be online courses and workshops, in – person, on site or offsite with other organisations or inhouse training from other experienced members of the team. Staff are encouraged to share any areas of development they have with management during informal and formal supervision and appraisals.

| Mandatory training schedule     |                                |
|---------------------------------|--------------------------------|
| Training                        | Month                          |
| First aid                       | February, half term admin week |
| Safeguarding                    | October, half term admin week  |
| Data protection & GDPR          | Annually from start date       |
| Prevent                         | Annually from start date       |
| Fire Warden                     | Annually from start date       |
| Health & Safety                 | October, half term admin week  |
| PRICE Restraint & de escalation | February, half term admin week |

Dedham Therapy Farm keeps a log of all staffs' qualifications and training in a table format.

The training log must identify.

- The training or qualification
- The date it completed.
- The date it expires.

Each admin week is clearly set out prior to the week where, when and who is expected to attend training. Staff are expected to attend training and take an active role in the participation of the training.

Management monitor the training log each farm term and allocate training where appropriate.

All new employees and volunteers are expected to complete induction training for a minimum of two weeks to ensure they are fully competent and confident to fulfil their role.

Safeguarding training specifically is completed annually and at induction point of new staff to a level two. DSL and DDSL (safeguarding leads) have training to a level 3 and ongoing CPD to ensure up to date with relevant legislation. All staff complete Prevent training along with their safeguarding training.

## Supervision

**Formal – planned to occur at regular intervals with a clear agenda and objectives that are documented in supervision records. The focus is to support professional development, reflection, performance and accountability.**

**Informal – can occur spontaneously as needed, most often happens during day-to-day work, does not have a set agenda and not always documented. The focus is to provide immediate advice and support.**

- Therapist - Formal supervision must be completed every six – eight weeks with the Lead Occupational Therapist at Dedham Therapy Farm. Informal supervision provided when needed. Group supervision may be offered during admin weeks if felt appropriate/needed by management.
- Lead occupational Therapist - external supervision from a suitable provider quarterly.
- Business Manager and Animal Care and Finance manager - quarterly supervision with a suitably experienced business mentor.
- Operations manager – formal quarterly supervision with Lead Occupational Therapist and Business manager, informal supervision when needed.
- Animal care staff – Formal supervision quarterly with Animal Care manager, informal supervision when needed.

Formal supervision within the organisation scheduled by the supervisor, if staff require additional supervision, it is their responsibility to approach their supervisor to book, this should be done via email. Supervision provided by external provider is to be book by the supervise.

Annual supervision log used to track that all supervision has been do in the required time frames.

Supervision record template must be completed for all formal supervisions and uploaded to individual staff folders to ensure it is accessible by supervisor and supervise.

## Supervision Standards

- Supervision will be planned, treated as protected time and held in a private setting.
- Each staff member will have a named supervisor with suitable professional experience and, where required, appropriate accreditation.
- A written supervision agreement will define purpose, frequency, confidentiality, record keeping, responsibilities, boundaries and escalation routes.
- Frequency will reflect professional-body requirements, experience, workload, complexity, risk and employment status; the higher applicable standard will be followed.
- Urgent safeguarding, risk, ethical or practice concerns must be escalated immediately and must not wait for the next scheduled session.
- Cancelled sessions will normally be rearranged within 10 working days.