

Dedham Therapy Farm CIC

Staff training, monitoring and supervision policy

Reviewed – March 2025

Next review – March 2026

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.

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.

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.

Admin staff and 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 2. 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.

Clinical supervision must be completed every six – eight weeks of all therapy staff with the Lead Occupational Therapist at Dedham Therapy Farm. The Lead Occupational Therapist can have external supervision from a suitable provider every six – eight weeks.



The Business Manager has quarterly supervision with a suitably experienced business mentor.

The team can access informal supervision on an adhoc basis with the Lead OT and group supervision as a team can be provided during admin weeks where required.