

# Low Farm Therapy Centre Staff Training and Monitoring Policy

*Written October 2015 Ruth Lo  
Reviewed September 2019  
Review September 2020*

## Induction of Newly Appointed Staff

At Low Farm Therapy Centre the Induction Programme for Newly Appointed Staff operates under the direction of the Head of Centre and Director of Operations. They are there to help, reassure, guide, counsel, inform and listen, and are responsible for monitoring the progress and professional development of the newly appointed staff.

All other staff also have a role to play in induction of any newly appointed staff. They all assist in integrating a new colleague into the staff team. They are willing to share experiences and ideas, help in practical ways and offer support. Newly appointed staff are encouraged to approach any member of staff with any question or queries they may have.

## The Induction Programme

### Aims of the Induction Programme:

- To make all staff feel welcome and at ease in their new environment
- To ensure the effectiveness and efficiency of all staff in their own role and within the team
- To foster positive relationships between existing and newly appointed staff and to give meaning to Centre documentation
- To enable new staff to understand the philosophy and ethos of the Centre and to observe good practice so that it can be reflected in their own work
- To ensure there is a system of support in place

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- To ensure that all staff are equipped to work successfully with the children and their range of needs

## **Programme for Induction**

An induction training programme is delivered within the first week of employment.

Specific training session/s or information will be provided in the following areas and checked off on the individual's induction training checklist.

Ruth Lo will provide training on:

- Introduction to the Centre structure and timetable
- Support and supervision procedures
- Roles and responsibilities within the setting
- Intervention and therapy approaches utilised in the setting
- The strengths and needs of individual children
- Safeguarding and Child Protection
- Data Protection

Nick Lo will provide training on:

- Health and Safety
- Fire Procedures

The Induction Programme will be tailored to meet the needs of individual newly appointed staff depending on their previous experience and expertise.

## ***Staff Monitoring and Ongoing Support***

There is a supervision programme in place at Low Farm Therapy Centre, in which each member of staff receives formal supervision once a term, or more if required, from the Head of Centre, Ruth Lo. These sessions may include feedback from staff observations. Ongoing informal support will also be provided through daily discussion and regular team meetings, and an open-door policy where staff can request to meet with the Head of Centre at any time.

## **Appraisals**

All therapy staff, including therapy assistants, will be appraised annually by the Head of Centre.

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The Centre is committed to ensuring that the Performance Appraisal Process is fair and non-discriminatory, therefore the Head of Centre will ensure in reviewing the completed documentation that it represents no possible grounds for unlawful discrimination:

- Race
- Sex
- Sexual orientation
- Disability
- Religion and belief
- Age
- Part-time

The aims of the appraisal will be:

- Measurement – assessing performance against agreed targets and objectives, and behaviour and attitudes relating to the Centre's values.
- Feedback – providing information to employees on their performance and progress and on what is required to continue to perform well in the future.
- Positive reinforcement – emphasising what has been done well and making constructive criticism about what might be improved, and drawing out the importance of how things are done, as well as what is done, and ensuring effort is directed at value-adding activities.
- Exchange of views – a frank exchange of views about what has happened, how appraisees can improve their performance, the support they need from the Centre to achieve this and their aspirations for their future career.
- Agreement – the Centre and the employee jointly coming to an understanding by all parties about what needs to be done to improve and sustain performance generally and overcome any issues that arose during the course of the discussion.

To facilitate the achievement of these aims the appraisal meeting will cover:

- Discussion of achievements and areas to address
- Review of previous year's supervision targets
- Setting of new goals for the year ahead both short and long term
- Agreeing support and training that may be needed to achieve these goals

The Process of Conducting the Yearly Performance Appraisal:

- The Head of Centre will take on the appraiser role.
- The relevant job description and previous appraisal will be provided to both the appraiser and the appraisee in advance of the appraisal
- The appraiser and appraisee will agree a date and time of approximately one hour convenient to both, at least one week in advance, to meet for the appraisal
- Both appraiser and appraisee will prepare for the appraisal, reviewing the appropriate documentation
- After the appraisal has taken place the completed documentation will be signed and a copy given to the appraisee, and a copy filed in the staff file. The Head of Centre will use the information to inform the Staff Development Plan.

*Monitoring of Performance against Targets:*

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The employee and appraiser should continue to refer to the targets set throughout the year in order to ensure progress with performance improvement. These will be formally reviewed in supervision sessions.

### **Staff Training and CPD**

There is a regular identification of training needs of all adults working within the Centre through the supervision process. Each staff member has the opportunity to attend internal and external training across the year. This is recorded and monitored by the Head of Centre, and the training content is shared with the wider team.

### ***Sharing of good practice***

Visitors are welcomed at the Centre in order to provide opportunities for external observers to share our practice, and members of staff will also be encouraged to visit other provisions, where possible, as part of their professional development.



**Supervision Form**

**Name of Supervisee:**

**Name of Supervisor:**

**Date of Supervision:**

**Agenda:**

- Review appraisal/previous supervision targets
- Concerns/discussion points regarding any of the children and/or their families
- Concerns/discussion points regarding workload/team issues/logistics
- Achievements since last supervision
- CPD- feedback on any courses or peer observations
- AOB

<b>Discussion</b>	<b>Action points</b>

Any additional targets set:

1.

2.

Signed (Appraisee):

Signed (Appraiser):