

Staff Training and Development Policy

1. Policy Statement

EMZ AESTHETICS AP LTD is committed to ensuring that all staff are competent, confident, and well-equipped to provide a safe, inclusive, and high-quality learning environment for all learners. Staff training and development are essential to maintaining professional standards, safeguarding learners, and supporting the wider aims of the organisation.

2. Aims and Objectives

- To provide all staff with a clear and structured induction process.
- To ensure staff have access to mandatory training necessary for their roles.
- To encourage ongoing professional development through regular training and learning opportunities.
- To promote a culture of continuous improvement and reflective practice.
- To comply with statutory and regulatory requirements.

3. Responsibilities

- **Senior Management:** Ensure training needs are identified, policies are followed, and adequate resources are provided.
- **Line Managers:** Support staff in accessing training, monitor compliance, and provide feedback.
- **Staff Members:** Engage fully with training opportunities, apply learning in practice, and take responsibility for their own professional development.
- Staff should take health and safety training, and this should be renewed annually or if any major changes to legislation or the premises.
- Staff must follow routine/basic health and safety procedures/requirements. For example, making sure doors are locked and only authorized individuals are permitted in the building.

4. Induction Process

All new staff will complete an induction programme within their first 4–6 weeks of employment. The induction will cover:

- Introduction to the organisation’s vision, values, and policies.
- Health and safety, including fire safety and emergency procedures.
- Safeguarding and child protection policies and procedures.
- Role expectations, reporting lines, and code of conduct.
- Equality, diversity, and inclusion principles.
- Data protection and confidentiality.
- The purpose and usage of CCTV
- Site tour and introduction to colleagues.
- Risk assessment training
- Allocation of a mentor (where appropriate) to support transition into role.

Completion of the induction programme will be recorded and signed off by the line manager.

5. Mandatory Training for All Staff

The following training is compulsory for all staff (teaching, support, and administrative):

- Safeguarding and Child Protection (refresher every year).
- Health and Safety Awareness, including fire safety and first aid procedures.
- Prevent Duty (to recognise and respond to signs of radicalisation).
- Equality, Diversity, and Inclusion.
- Data Protection / GDPR.
- First Aid at Work (for designated first aiders).
- Manual Handling (where relevant).
- Risk assessment training
- Assessment and Planning Processes

Staff will not be permitted to work unsupervised with learners until safeguarding training has been completed.

6. Continuing Professional Development (CPD)

- Staff are encouraged to attend additional training sessions, workshops, or conferences to further their professional skills.
- Annual appraisals and supervision meetings will be used to identify further training needs.
- Training records will be maintained for all staff and reviewed regularly.

7. Supervision Frequency and Oversight

Regular safeguarding supervision supports reflective practice, emotional wellbeing, and consistent decision-making across EMZ Aesthetics Ltd.

- The Designated Safeguarding Lead (DSL) receives formal supervision at least once every half term (six times per year) from the proprietor or a qualified safeguarding supervisor.
 - Deputy DSLs and staff with safeguarding responsibilities receive supervision at least termly.
 - Supervision sessions include reflection on safeguarding cases, professional wellbeing, and training needs.
 - Records of supervision sessions are securely stored and reviewed as part of the organisation's annual safeguarding audit.
 - Informal supervision or debriefs are available following any safeguarding incident or concern.
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8. Monitoring and Review

- The management team will monitor training compliance and address any gaps. - The training policy will be reviewed annually to ensure it remains up to date with statutory requirements and organisational needs.

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