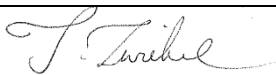


Sunbeams

STAFF TRAINING, DEVELOPMENT AND SUPERVISION POLICY

Document Control Sheet

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Approved By	Jessica Zwiebel, Safeguarding Officer and Trustee
Signature	

Revision History

Version	Date	Author	Description of Change	Approved By
1.0	Sep 2016	Admin	Initial release outlining training, development and supervision framework.	Board of Trustees
2.0	Sep 2017	Admin	Review	Board of Trustees
3.0	Sep 2018	Admin	Review	Board of Trustees
4.0	Sep 2019	Admin	Minor update to induction requirements.	Board of Trustees
5.0	Sep 2020	Admin	Review	Board of Trustees
6.0	Sep 2021	Admin	Review	Board of Trustees
7.0	Sep 2022	Admin	Small clarification on supervision frequency.	Board of Trustees
8.0	Sep 2024	Admin	Review	Board of Trustees
9.0	Sep 2025	Admin	Comprehensive review; strengthened supervision and training standards.	Board of Trustees

1. Policy Brief & Purpose

Sunbeams is committed to the continuous professional development of its staff and volunteers to ensure they are equipped with the knowledge, skills, and reflective capacity to deliver high-quality, safe, and effective services.

This policy outlines Sunbeams' approach to training, professional development, and supervision as key mechanisms for maintaining standards, promoting staff wellbeing, and ensuring the consistent delivery of our mission and values.

2. Scope

This policy applies to all staff and volunteers at Sunbeams, including paid employees (full-time or part-time), trustees, and sessional workers.

Everyone is entitled to appropriate training, development, and supervision in accordance with their role, responsibilities, and level of contact with children and young people.

3. Training

3.1 Induction Training

- All new staff and volunteers complete an induction programme upon joining Sunbeams.
- The induction includes:
 - An overview of Sunbeams' mission, values, and services.
 - Key policies and procedures (e.g. safeguarding, health & safety, equality, data protection).
 - Role-specific responsibilities, expectations, and conduct standards.
- Induction checklists are retained on personnel files.

3.2 Safeguarding Training

- All staff and volunteers must complete safeguarding training covering child protection, health and safety, and reporting procedures.
- Training is refreshed at least every two years, or sooner if guidance changes.
- Levels of training:
 - *Basic Safeguarding* – for staff not in direct contact with children.
 - *Advanced Safeguarding* – for staff and volunteers directly supporting children and young people.

3.3 Ongoing Professional Development

- Quarterly in-house training supports staff and volunteers in maintaining good practice, including topics such as:
 - Youth mental health and wellbeing
 - Effective mentoring and communication skills

- Boundaries and confidentiality
- Cultural competence and trauma-informed practice
- Attendance is recorded and monitored for compliance.

4. Self-Directed Development

- Sunbeams encourage all team members to attend external training (e.g. via London Youth, NCVO, or Interlink Foundation).
- Relevant fees and time are covered where possible.
- Staff and volunteers are encouraged to reflect on their learning and share insights within team meetings or supervision.

5. Supervision

5.1 Staff Supervision

- All staff receive monthly one-to-one supervision with their line manager to discuss workload, performance, challenges, and professional goals.
- Quarterly group supervision and reflective sessions are facilitated by Dr Lisa Shostak, Consultant Clinical Psychologist.
- Supervision records are maintained confidentially by the line manager.

5.2 Volunteer Supervision

- Volunteers receive bi-annual reflective supervision with Dr Lisa Shostak or the designated clinical lead.
- Additional sessions may be arranged following significant incidents or at the volunteer's request.
- Volunteers are supported to raise wellbeing or safeguarding concerns promptly.

6. Responsibilities

- Managers ensure that staff and volunteers receive required induction, training, and supervision in line with this policy.
- Staff and volunteers are expected to attend and engage fully in supervision and training, applying learning to their practice.
- The Leadership Team monitors the overall effectiveness of the programme and identifies gaps or new priorities for staff development.

7. Record-Keeping

- Training attendance and supervision records are maintained securely within personnel files.
- An annual training summary is reviewed by the Leadership Team and reported to the Board to inform workforce planning.

8. Policy Review and Standards

This policy is reviewed annually—or sooner if there are legislative or best practice changes—by:

- Safeguarding Lead Trustee: *Jessica Zwiebel*
- Health & Safety Officer: *Ruchi Ostreicher*
in consultation with the Leadership Team.

Revisions are guided by:

- London Youth Quality Mark standards
- Charity Commission guidance
- *Keeping Children Safe in Education* (DfE)
- Other relevant statutory or sector frameworks

All updates are approved by the Board of Trustees to ensure accountability and compliance.