



STAFF INDUCTION & TRAINING POLICY

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1. Introduction to the Policy

This policy sets out the mandatory induction and training framework that **Byram House** follows for all staff, agency workers, volunteers and contractors. It applies to the Registered Manager, Responsible Individual, HR, and anyone involved in supporting or delivering training to individuals who will work at the home (whether at 62 Deighton Road, 66 Deighton Road or elsewhere).

The Home is Byram House, which comprises the two residences at 62 Deighton Road and 66 Deighton Road (in process). This policy applies equally across both residences.

The home is legally required to ensure that every individual working with children has the appropriate experience, qualifications and skills for their role, and receives a suitable induction before working unsupervised. This policy explains how the home meets these duties, building on the completed Schedule 2 file and the safer recruitment process.

The objectives of this policy are to:

- Ensure that every staff member, agency worker and volunteer completes a structured induction **before they have unsupervised access to children.**
- Meet the regulatory requirements of the Children's Homes Regulations 2015 (Regulations 32, 33 and 38) and the Social Care Common Inspection Framework (SCCIF) 2026.
- Identify and track the mandatory training that each role requires (safeguarding, first aid, positive behaviour support, etc.).
- Integrate seamlessly with the **Schedule 2 Staff File Audit Policy** (which confirms fitness to work) and the **Safer Recruitment Policy** (which ensures only suitable individuals are offered a position).
- Use supervision and appraisal to support ongoing professional development and qualification pathways.

2. How this Policy Benefits the Home

This Staff Induction and Training Policy benefits Byram House in the following ways:

- **Legal Compliance** – It meets duties under the **Children's Homes (England) Regulations 2015 (Regulations 32, 33, 38)** , the **SCCIF 2026**, and **Working Together to Safeguard Children 2026**.
- **Child Protection** – It ensures that no staff member works unsupervised until they have completed a robust induction covering safeguarding, child protection, behaviour management and emergency procedures.
- **Clarity for Staff** – It defines the induction timeline, mandatory training list, and probationary requirements for each role.
- **Inspection Readiness** – It provides a clear audit trail (Induction Checklist, Training Matrix, training records in Bright HR) that Ofsted inspectors can review.
- **Agency & Bank Staff Control** – It sets out the same induction requirements for agency and temporary staff before they work with children.
- **Qualification Pathways** – It enables staff to work towards the Level 3 Diploma for Residential Childcare (or equivalent) within the required timescale.
- **Training Matrix** – It ensures the Registered Manager can track at a glance which staff have completed which mandatory training.

3. Definitions & Legislation

3.1 Definitions

Term	Definition
Home	Byram House, comprising 62 Deighton Road and 66 Deighton Road.
Company	IMS Care LTD.
Byram House	The name used throughout this policy to refer to the home and its staff.
Bright HR	The home's secure electronic HR information system for storing staff files, induction records and training logs.
Induction	A structured programme of training and support that a new staff member must complete before working unsupervised, and within their first 4-6 weeks of employment.
Probationary Period	The initial period of employment (typically 6 months) during which the staff member's suitability is assessed.
Mandatory Training	Training that is required by legislation, regulation, or the home's risk assessment (e.g., safeguarding, first aid, positive behaviour support).
Schedule 2 Staff File Audit Policy	The home's policy that requires the Responsible Individual to sign off the staff file before the individual starts work.
Safer Recruitment Policy	The home's policy that governs the recruitment, vetting and selection of all staff.
SCCIF 2026	Social Care Common Inspection Framework 2026 – the Ofsted inspection framework for children's homes.

3.2 Key Legislation and Statutory Guidance (presented in a table)

Legislation / Guidance	Key Provisions	Relevance to this Policy
Children's Homes (England) Regulations 2015 – Regulation 32	Sets out the requirements for fitness of workers: integrity and good character, appropriate qualifications and skills, mental and physical fitness, and full Schedule 2 information.	The induction and training programme supports the ongoing fitness of staff, particularly the acquisition of appropriate qualifications (Level 3 Diploma).
Children's Homes (England) Regulations 2015 – Regulation 33	Requires the registered person to ensure that each employee completes an appropriate induction and that each permanent appointment is subject to a probationary period.	This policy operationalises Regulation 33.
Children's Homes (England) Regulations 2015 – Regulation 38	Requires that records (including training records) are kept securely and made available to Ofsted.	Training logs and the Induction Checklist are stored in Bright HR.
Children's Homes (England) Regulations 2015 – Schedule 2	Lists the pre-employment checks that must be completed before an individual starts work.	The Induction Checklist references the completed Schedule 2 file.

SCCIF 2026	Requires evidence of effective supervision, induction and training tailored to children's needs.	Inspectors will review the Induction Checklist, Training Matrix and supervision records.
Working Together to Safeguard Children 2026	Reinforces that staff must be properly trained in safeguarding and child protection.	Safeguarding training is mandatory for all staff.
Health and Safety (First-Aid) Regulations 1981	Requires adequate first-aid provision, including at least one person on duty with a first-aid qualification.	The home must ensure at least one qualified first aider on each shift.

4. The Policy

4.1 Policy Statement and Legal Framework

Byram House will ensure that every individual who works with children (including agency and bank staff) receives a **structured induction** and **ongoing mandatory training** that is appropriate to their role, and that all permanent staff are subject to a **probationary period**.

The induction process only begins after the requirements of the **Safer Recruitment Policy** and the **Schedule 2 Staff File Audit Policy** have been fully satisfied, including the Responsible Individual's pre-start sign-off.

No staff member (including agency) shall work unsupervised with children until they have completed the mandatory induction topics set out in this policy.

4.2 The Induction Process

4.2.1 Pre-start Requirements (Before Day One)

Before a staff member can attend their first day of employment, the Registered Manager must confirm that:

1. The **Schedule 2 Staff File Audit** is complete, and the Responsible Individual has signed the **RI Pre-Start Audit Checklist** (Appendix B of that policy).
2. The individual has been issued with a conditional or unconditional offer of employment in writing.

3. The individual has provided their bank details, proof of right to work, and any other required pre-start information.

If the staff member is an agency worker, the home must also have received a full Schedule 2 file from the agency and obtained the RI's pre-start sign-off.

4.2.2 Induction Overview (First 4-6 Weeks)

The induction programme lasts for **the first 4 to 6 weeks of employment** (or until the Registered Manager is satisfied that the staff member is competent to work unsupervised). The Registered Manager will complete the **Staff Induction Checklist** (Appendix A) to track progress.

The induction includes:

- **Formal training sessions** (classroom, virtual or e-learning).
- **Shadowing** experienced staff members.
- **Reading and signing** key policies (Safeguarding, Code of Conduct, Behaviour Support, etc.).
- **Observing practice** and being observed by a supervisor.
- **A formal induction review meeting** at the end of weeks 1, 2 and 4.

For part-time or bank staff, the induction content must be completed pro-rata, but no staff member shall work unsupervised until all mandatory topics have been covered.

4.2.3 Mandatory Induction Topics

The following topics are **mandatory** for all staff working in a care role at the home:

Topic	Method	Evidence
Safeguarding and Child Protection (including the home's Safeguarding Policy, signs of abuse, reporting procedures)	Face-to-face or e-learning	Certificate / e-learning record
The Code of Conduct and Ethics Policy	Read and sign	Signed copy in Bright HR
Behaviour Support Policy and Positive Behaviour Support (PBS) principles	Face-to-face training	Training record
Restrictive Physical Intervention (RPI) – CPI or equivalent	Face-to-face with competency assessment	Certificate / assessment sign-off
Fire safety (including fire drills, evacuation, PEEPs)	Face-to-face or e-learning	Training record
Health and Safety (including COSHH, RIDDOR, accident reporting)	Face-to-face or e-learning	Training record
First Aid (must be held by at least one staff member on each shift)	Face-to-face accredited course	Certificate (valid 3 years)
Data Protection and Confidentiality	e-learning	Certificate
Equality and Diversity	e-learning	Certificate
Medication Administration (for staff who will administer medication)	Face-to-face training + competency assessment	Certificate / assessment sign-off
Lone Working and Waking Night Policy	Face-to-face or e-learning	Training record

Internet Safety Policy	e-learning	Certificate
Missing From Care Policy	Face-to-face or e-learning	Training record
Positive Relationships and Ethos Policy	Read and sign	Signed copy in Bright HR
Staff Record Keeping and Clear Care training	Face-to-face practical	Observation sign-off

For agency workers: The home will ensure that the agency worker has received induction training equivalent to the above, or will provide any missing training before the worker is permitted to work unsupervised.

For volunteers: The Registered Manager will risk-assess the volunteer's role and determine which of the above topics are necessary.

4.2.4 Induction Checklist and Certification

The **Staff Induction Checklist** (Appendix A) is a controlled document that must be completed by the Registered Manager for each staff member. It records the date each induction topic was completed, the trainer, and any assessment outcome. The completed checklist is uploaded to the staff member's file in **Bright HR**.

A staff member is not authorised to work unsupervised until the Induction Checklist is signed off by the Registered Manager.

4.3 The Probationary Period (Regulation 33(1)(b))

Every permanent appointment is subject to a **probationary period of 6 months**. During the probationary period:

- The staff member must complete the induction programme (section 4.2).
- The staff member must achieve any outstanding mandatory qualifications (e.g., if they do not already hold the Level 3 Diploma for Residential Childcare, they must be enrolled on a course and making satisfactory progress towards it).
- The staff member will receive **supervision at least monthly** (see section 4.9), with clear feedback on their progress.
- At the end of the probationary period, the Registered Manager will complete a **probation review** confirming whether the staff member has met the required standards. If the staff member has not met the standards, the Registered Manager may extend the probationary period or terminate employment in accordance with the Disciplinary Policy.

4.4 Mandatory Training Programme (Annual / Biennial)

After the induction period, staff must complete **refresher training** at the following intervals:

Training	Frequency
Safeguarding and Child Protection	Annually
Restrictive Physical Intervention (RPI)	Annually
First Aid (accredited)	Every 3 years
Fire safety	Annually
Health and Safety	Biennially (every 2 years)
Data Protection and Confidentiality	Annually
Medication Administration (for designated staff)	Annually (competency)
Lone Working and Waking Night Policy	Annually

The Registered Manager will schedule refresher training to ensure that no staff member's certification expires.

4.5 The Training Matrix

The Registered Manager will maintain a **Training Matrix** (Appendix B) that records, for each staff member:

- The date of initial training (induction).
- The date of the most recent refresher training.
- The expiry date (if applicable, e.g., first aid).
- Any outstanding training required.

The Training Matrix will be reviewed monthly and kept in Bright HR. It will be available for Ofsted inspection at all times.

4.6 Continuous Professional Development (CPD)

The home supports staff in achieving the **Level 3 Diploma for Residential Childcare (England)** (or an equivalent qualification) as required by Regulation 32(4). For staff who do not already hold this qualification:

- The staff member must be **enrolled on an accredited Level 3 course within 3 months** of their start date.
- The staff member must complete the qualification within **2 years** of their start date (unless the registered person agrees an extension under Regulation 32(6)).
- The Registered Manager will track progress through supervision.

The home also supports CPD through:

- **Annual appraisal** (performance development review) that identifies individual training needs.
- **Team meetings** and **reflective practice sessions**.
- **External training** (e.g., therapeutic approaches, trauma-informed care, mental health first aid).
- **Qualification pathways** (e.g., Level 5 Leadership and Management for senior staff).

4.7 Agency, Bank and Temporary Staff

For agency, bank and temporary staff:

- The home must obtain confirmation (written) of the individual's induction and mandatory training status from the supplying agency.
- If the agency worker has not completed a topic that the home considers mandatory, the home will not permit the worker to work unsupervised until that topic has been completed.
- The home will maintain a **Temporary Staff Induction Log** (a simplified version of Appendix A) for each agency or temporary worker.

4.8 Volunteers

For volunteers who have unsupervised contact with children:

- The home will complete a **volunteer risk assessment**.
- The volunteer will complete a proportionate induction (based on the risk assessment), typically including safeguarding, fire safety, health and safety, and confidentiality.
- The volunteer will sign the Code of Conduct.

4.9 Supervision as a Training Tool

All staff (including agency workers placed for more than 14 days) must receive **regular supervision** as set out in the home's Supervision Policy. Supervision is used to:

- Discuss the staff member's progress against the induction and training programme.
- Identify any gaps in knowledge or skills.
- Reinforce learning from mandatory training.
- Identify CPD opportunities.
- Provide feedback from observations of practice.

Supervision records are stored in Bright HR and include reference to training and development.

4.10 Record Keeping

All induction and training records must be kept in the staff member's file in **Bright HR** for a minimum of 5 years (or longer if required by the home's retention schedule). The following must be retained:

- Staff Induction Checklist (Appendix A).
- Training certificates (copies).
- Training Matrix (Appendix B).
- Probation review records.
- Supervision records (where they reference training).

- CPD records, including qualification certificates.

The Registered Manager is responsible for the accuracy and completeness of these records.

5. How the Home Trains its Staff About this Policy

Training Element	Frequency	Method / Content
Induction (RM, RI, HR)	Upon appointment	Overview of the policy, the Induction Checklist, the Training Matrix, supervision and probation requirements, and record keeping in Bright HR.
Annual refresher	Every 12 months	Updates to legislation (SCCIF 2026, Working Together 2026), changes to mandatory training content, and refresher on induction requirements for agency staff.
HR / Administration	At induction and as needed	Practical training on using the Induction Checklist, maintaining the Training Matrix, and uploading documents to Bright HR.

Staff are required to:

- Read and sign this policy annually.
- Complete all mandatory induction topics before working unsupervised.
- Co-operate with the probation review process.

6. Related Policies and Guidance

- **Schedule 2 Staff File Audit Policy** (mandatory companion policy)
- **Safer Recruitment Policy** (mandatory companion policy)
- Supervision Policy
- Disciplinary Policy
- Code of Conduct and Ethics Policy
- Training Matrix (separate document or Bright HR dashboard)
- Children's Homes (England) Regulations 2015 (Regulations 32, 33, 38)
- Working Together to Safeguard Children 2026
- SCCIF 2026

7. Appendices

Appendix A – Staff Induction Checklist Template

Staff member name:	
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Role:				
Start date:				
Induction completion date:				
Topic	Date completed	Trainer / method	Staff signature	Manager signature
Safeguarding and Child Protection				
Code of Conduct and Ethics Policy (read and signed)				
Behaviour Support Policy (PBS)				
Restrictive Physical Intervention (RPI)				
Fire safety (including drill)				
Health and Safety				
First Aid (accredited) – certificate number:				
Data Protection and Confidentiality				
Equality and Diversity				
Medication Administration (if applicable)				
Lone Working and Waking Night Policy				
Internet Safety Policy				
Missing From Care Policy				
Positive Relationships and Ethos Policy (read and signed)				
Clear Care electronic recording (practical)				
Shadowing period completed (minimum hours:)		N/A		

Registered Manager declaration: I confirm that the above named staff member has completed the mandatory induction topics and is authorised to work unsupervised (except where restrictions are noted).

RM signature: _____ **Date:** _____

Appendix B – Training Matrix (Roles and Mandatory Courses)

The Training Matrix is a live document maintained in Bright HR. The table below shows the mandatory courses for each role and the recommended frequency.

Role	Safeguarding (Annual)	RPI (Annual)	First Aid (3 years)	Fire (Annual)	Health & Safety (Biennial)	Data Protection (Annual)	Level 3 Diploma (within 2 years)
Registered Manager	✓	✓ (if requires)	✓	✓	✓	✓	Level 5
Deputy Manager	✓	✓	✓	✓	✓	✓	Level 5 (within 2 years)
Team Leader	✓	✓	✓	✓	✓	✓	Level 3 or 5
Residential Support Worker	✓	✓	✓	✓	✓	✓	Level 3
Bank Staff	✓	✓ (if required)	✓ (if covering first aider role)	✓	✓ (if long-term)	✓	Not required but encouraged
Agency Staff	✓ (to be confirmed with agency)	✓ (if required)	✓ (if required for shift)	✓ (site-specific)	✓ (site-specific)	✓	Not required

8. Policy Approval and Review Details



Home	Byram House	
Reviewed by	Danyaal Iqbal / Mustafa Amin	Deputy Manager / Registered Manager
Approved by	Stacey Wagstaffe	Responsible Individual
Date	May 2026	