



Staff Training Policy

Name of Organisation: Amy's Trust CIO

Venue/address for which policy applies: Duffield Acres, Redmile.

Date of last review: 22nd September 2025

Date of next review: 22nd September 2026

Name of author: Ruby Cox

This policy contains information split into the following categories:

- Introduction
- Identifying training needs
- Induction training
- Amy's Trust 101
- Complaints
- Staff training cycle
- Records

Introduction

This document describes the Amy's Trust staff training policy.

The policy should be read in conjunction with the documents referred to throughout.

Identifying training needs

Each role at Amy's Trust will have associated training needs that need to be fulfilled in order for the individual to have and continue to develop the necessary knowledge and skills to successfully carry out their role confidently. Therefore, each staff member/ potential staff member will be assessed to ensure they are suitably qualified for the role, any training gaps identified, and any ongoing training requirements noted. More details on how Amy's Trust matches suitable individuals to its roles can be found in the safer recruitment policy.

Induction training

The base level of training required for each respective role at Amy's Trust is outlined below, this is complimented by 'Amy's Trust 101' induction training which is detailed in the next section. (Reaching induction assumes the individual already has the necessary qualifications and experience to make them suitable to for the role and have been through the safer recruitment process as outlined in our safer recruitment policy):

All staff will sign to say they have read KCSIE Part 1 and for Trustees this expectation also includes Part 2.

Safeguarding Trustee: Level 2 safeguard training, safer recruitment training

Trustees: Trustee safeguard training

Operations Director: Level 3 Safeguard Training, First Aid Training, Fire Marshall Training, H&S Training, Equality & Diversity Training

EFL practitioners: Level 2 safeguard training, further required training identified on individual assessment

Yard staff: Basic safeguard training, lone worker induction, tool operation training

Administrative support: Basic safeguard training

Volunteers (horse/land): Amy's Trust 101

Volunteers (children/ young people): Level of safeguard training identified through risk assessment outlined in volunteer section of safer recruitment policy.

All staff/volunteers are given access to free training through Nottinghamshire Safeguarding Children Partnership and additional areas of training will be identified and scheduled as outlined in our staff training policy.

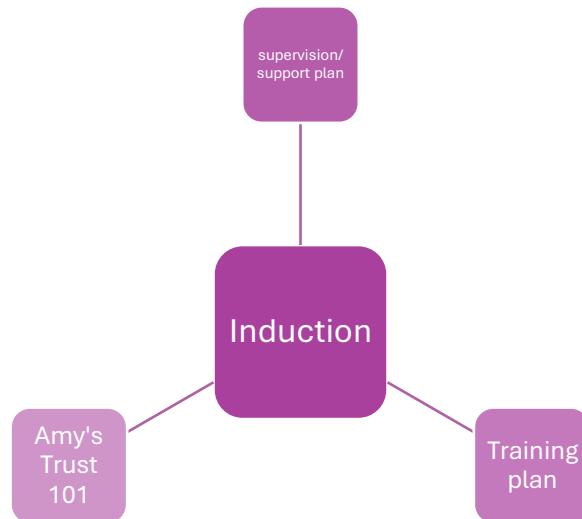
Amy's Trust 101

Amy's Trust 101 is an induction process which every individual is taken through when being inducted at Amy's Trust. The exact content of each process will vary slightly depending on the role. Items that will apply to all members are marked with a *.

A summary of what is included in Amy's Trust 101 is below, further details can be found in the Amy's Trust 101 document.

- Our Mission, Vision & Values*
Ethos & approach
- Organisation structure*
how each role interconnects to deliver our mission
how the individual's role fits into the bigger picture
- Site induction and orientation
site tour
Horse/Human areas and safety implications
- keys/codes as appropriate to role and level of trust
- Safeguarding overview*
Policy points
Familiarity with SG procedures
Responsibility
- H&S overview*
policy points
emergency plan and procedures
individual's responsibility
- Working with Horses
felt sense of safety
- Lone Working
- Key points*
Key person to contact
Sign posting
Honour what you bring (presence)

Note: each staff/volunteer supervision/support plan integrates with their training plan and Amy's Trust 101 induction. Together they inform the individuals support and training timetable moving forwards.



Complaints

Staff receive training in the complaints procedure and creating a culture which is open to and encourages feedback ('complaints') so the provision can develop in line with its values.

Staff training cycle

The annual training cycle logs all staff completed and scheduled annual training needs (inc. DBS renewals).

Training schedules are updated in light of each staff members ongoing training plan.

Records

Details of staff training are recorded, managed and stored securely in accordance with the Data Protection Act 2018 and UK GDPR. A staff/volunteer may request a copy of any information held on their record at any time.

Associated documents

- Amy's Trust 101 induction list
- Staff training cycle