

## Staff Development Policy and Procedure

Home-Start North West Kent Ltd (Home-Start) Charity Number: 1148298

### Policy Statement

Home-Start recognises that its staff are its greatest resource and is committed to the continuous development of all its staff. Home-Start therefore undertakes to implement the Home-Start guidelines on effective staff development. Within established priorities, every member of staff will have an equal opportunity to obtain access to available learning resources and opportunities

Staff development is fundamental to the professionalism and effectiveness of the Home-Start service. It will be integrated into all operational strategies of the scheme. It is the dual responsibility of both staff and management and will be a key focus of all supervision within the scheme. Staff development needs will be met through a variety of learning opportunities.

It is our aim to ensure that each employee has the opportunity to fulfil their potential through a variety of learning opportunities in order to: Perform their current duties successfully, develop a high performing organisation, extend their personal and professional development and enable individuals to respond appropriately to change from internal and external sources. Individuals must take responsibility for their own learning in partnership with trustees and line managers will facilitate the development needs of individuals and teams for which they are responsible.

Home-Start recognises that employee learning and development is linked to individuals but is fundamentally about helping the scheme to succeed and achieve its objectives.

Home-Start has a responsibility to maintain services and there is no automatic right to individual professional development requests however requests will be considered and accommodated where possible.

### Procedure

There is an expectation that employees will maximise the investment in their learning and development by ensuring that their learning is recorded and shared within the scheme:

- Responses to a request will be made by the manager / trustees within 28 days of the request.
- Learning goals will be identified and agreed with the line manager during supervision or appraisal meetings.
- The timing and cost of any external training must be agreed by the trustees and manager in advance.
- Employee development will be a negotiated process with planned activities identified, carried out and reviewed

Requests may be refused on any of the following grounds:

- The proposed training would not improve the employee's effectiveness or performance in the scheme
- The burden of additional costs
- If agreeing to the request would impact on the ability to provide a service to families
- It would not be possible to reorganise the employee's work among existing staff
- It would not be possible to recruit additional staff
- Agreeing to the request would have a detrimental impact on quality or performance of the scheme service
- There would be an insufficiency of work during the periods the employee proposes to work

- There are planned structural changes during the proposed training period.

### Management Responsibility

Trustees will support staff in the implementation of this policy and will be incorporated into any strategic or operational plan.

Trustees will ensure that all staff have access to regular supervision which covers the accountability, development and support aspects of their role. All employees will receive regular feedback and guidance regarding their performance and will receive an annual appraisal.

Signature of Chair:  Name: PATRICIA JUREK

Date policy and Procedure adopted: 24.5.2017

Date policy to be reviewed 24.5.2020