

Training Policy

Roselyn House School

2026 – 2027



Approved by:	Rachel Smith	Date: 01/07/2026
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Last reviewed on:	July 2026
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Next review due by:	July 2027
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1.Aims

The purpose of training is to equip people with the necessary skills, knowledge and attitudes to meet the organisation's needs in relation to its objectives. By investing in people through their training we ensure we harness their full potential and focus their energies on the needs of Roselyn House School while fulfilling their need for personal development and job satisfaction.

KS Education Limited recognise that such development is a continuing process for every employee at every level of the organisation. Training is seen as a necessary investment in order to provide the best for our students and their families.

Training is not a privilege to be granted or withheld from employees but should be undertaken to allow staff to undertake their roles to the best of their ability.

We will also take account of the realistic aspirations of those employees.

Some training will be mandatory that all employees have to undertake:-

- Safeguarding
- PREVENT
- GDPR
- First Aid
- Fire Marshall
- Team Teach
- Health and Safety
- Anaphylaxis and Asthma
- Online Safety
- Cyber Safety
- Equality

Training is provided via INSET (twilight and full days) plus additional training at times throughout the year.

As part of your Induction process you will be required to complete the above mandatory training soon as is practically possible.

If you have any further training needs, please discuss them with Mrs Smith.

2. Monitoring Arrangements

This document will be reviewed every year, but may be reviewed and updated more frequently if necessary. It will be reviewed by ***Mrs Rachel Smith (Senior Business Manager)*** in consultation with the wider school community.

7. Linked Policies

This Policy is linked to the following policies and documents:

- Safeguarding Policy

- Staff handbook