



Staff Continuing Professional Development (CPD) Policy

Reconnect Learning · Version 1.0 · Approved September 2026 · Policy Owner: Ellen Kerr, Managing Director & DSL

EFFECTIVE: SEPTEMBER 2026

REVIEW: SEPTEMBER 2027

1. Policy Statement

Our Commitment

Reconnect Learning recognises that high-quality provision depends upon skilled, knowledgeable and well-supported staff.

We are committed to providing meaningful Continuing Professional Development (CPD) opportunities that support professional growth, improve practice, strengthen safeguarding arrangements and enhance outcomes for learners.

Our Approach

CPD is viewed as an **ongoing process** rather than a one-off activity and forms an integral part of Reconnect Learning's commitment to quality assurance, safeguarding excellence and continuous improvement.

The organisation aims to create a culture where learning, reflection and professional development are valued and encouraged.

2. Purpose

This policy exists to ensure that every member of staff is supported, skilled and confident in their role. The purpose of this policy is to:



Promote CPD

Continuous professional development for all staff



High Standards

Maintain high professional standards across provision



Learner Outcomes

Improve outcomes for all learners



Safeguarding

Support safeguarding effectiveness



Career Progression

Support career progression and staff confidence



Compliance

Meet statutory and regulatory requirements

3. Scope

Who This Policy Applies To

- Employees
- Tutors
- Volunteers
- Contractors delivering services on behalf of Reconnect Learning
- Directors and senior leaders

Areas of Provision Covered

- Alternative Provision
- Home Tuition
- Outreach Programmes
- EOTAS Provision
- Online Learning
- Reintegration Services
- SEND Support Services

4. Legal and Regulatory Framework

This policy has regard to the following legislation, statutory guidance and regulatory frameworks:

Safeguarding Legislation

- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children 2026
- Children Act 1989
- Children Act 2004

Equality and SEND

- Equality Act 2010
- SEND Code of Practice: 0 to 25 Years (2015)

Workplace and Data

- Health and Safety at Work Act 1974
- Data Protection Act 2018
- UK GDPR

Inspection and Standards

- Ofsted Inspection Framework and Safeguarding Expectations
- Local Authority Provider Standards

This policy should be read alongside Reconnect Learning's Safeguarding and Child Protection Policy, which is the organisation's overarching safeguarding policy.

5. Principles of CPD

Reconnect Learning believes that effective CPD should embody the following core principles:

Relevant

Linked to individual roles and responsibilities

Impactful

Focused on improving outcomes for learners

Inclusive

Accessible to all staff across all roles

Ongoing

Part of continuous professional learning

Reflective

Encouraging evaluation and improvement

Evidence-Based

Informed by research, legislation and best practice

6. CPD Objectives

Reconnect Learning aims to ensure that all staff achieve the following through CPD:

1 Maintain professional competence

Ensuring all staff remain skilled and knowledgeable in their roles

2 Understand safeguarding responsibilities

Keeping children safe is central to all professional development

3 Develop specialist knowledge

Building expertise relevant to learner needs and organisational priorities

4 Improve teaching and support practices

Enhancing the quality of provision delivered to learners

5 Remain compliant with statutory requirements

Meeting all legal and regulatory obligations

6 Support organisational improvement

Contributing to the continuous improvement of Reconnect Learning

7. Mandatory Training

All staff must complete mandatory training relevant to their role. Training requirements may vary depending on role and responsibilities.

Mandatory Training

- Safeguarding Children Level 3
- Keeping Children Safe in Education (KCSIE) 2026 Declaration
- Prevent Duty Training
- Online Safety Training
- GDPR & Data Protection Training
- Equality, Diversity & Inclusion Training

Mandatory Reading and Declarations

- Staff Code of Conduct (signed)
- Safeguarding and Child Protection Policy (read and understood)
- Whistleblowing Policy (read and understood)
- Positive Behaviour Support Policy (read and understood)
- Health and Safety Policy (read and understood)

7. Mandatory Training – Safeguarding

 Safeguarding training is mandatory for all staff and must be completed before unsupervised work with learners begins.

1

Safeguarding Children Level 3

Core safeguarding training covering child protection principles and responsibilities

2

Keeping Children Safe in Education (KCSIE) 2026 Declaration

Annual declaration confirming awareness of the latest statutory safeguarding guidance under KCSIE 2026

3

Prevent Duty Training

Understanding radicalisation risks and staff responsibilities under the Prevent duty

4

Online Safety Training

Protecting learners from online risks, harmful content, and unsafe online behaviour

Mandatory Reading and Declarations

- Safeguarding and Child Protection Policy (read and understood)
- Whistleblowing Policy (read and understood)
- Staff Code of Conduct (signed)

8. Specialist Training

Where appropriate, staff may access specialist training to deepen their expertise and better support learners with complex needs. Opportunities are determined by learner needs and organisational priorities.

Learner Needs

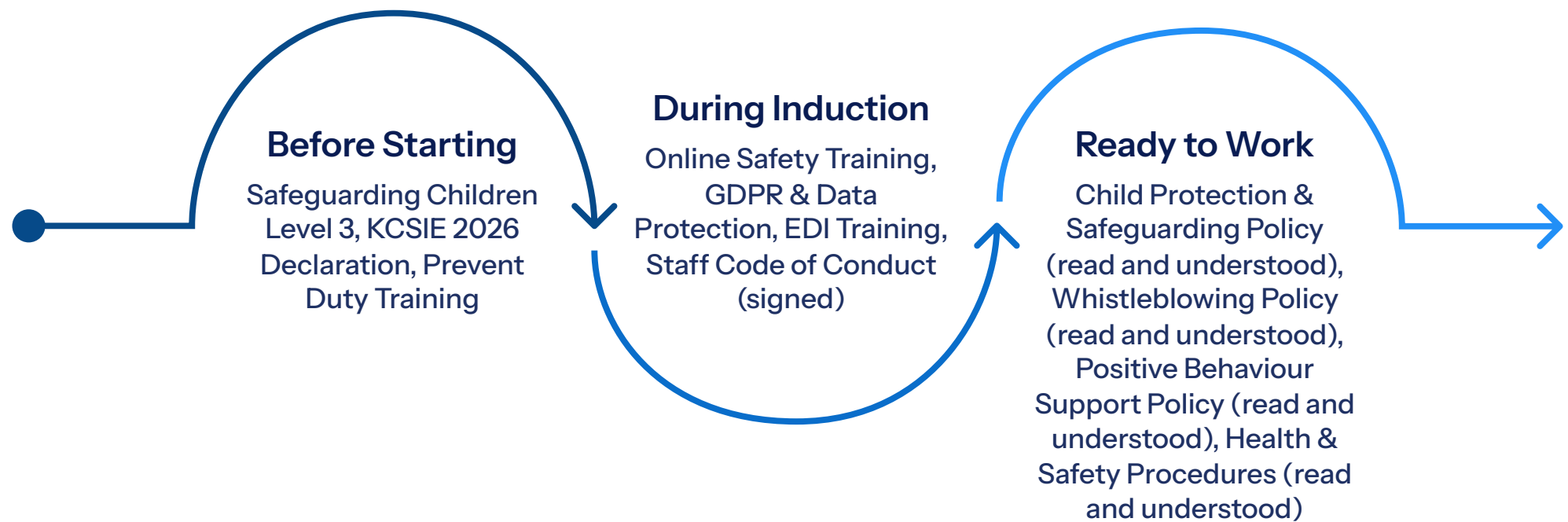
- Autism Awareness
- ADHD Awareness
- Trauma-Informed Practice
- SEMH Support
- EBSNA Support
- Attachment-Aware Practice
- Mental Health First Aid

Curriculum and Practice

- Functional Skills Delivery
- GCSE Curriculum Development
- Behaviour Management
- De-escalation Strategies
- Positive Behaviour Support
- Careers Guidance

9. Induction Training

All new staff, tutors and volunteers will receive comprehensive induction training. Induction must be completed **before** individuals begin unsupervised work with learners.



Induction training ensures every new member of staff is equipped with the essential knowledge and understanding required to work safely and effectively with learners from day one.

Pre-Employment Checks

i Before undertaking unsupervised work with learners, all staff must have satisfactorily completed the following safer recruitment checks.

- Enhanced DBS clearance (including children's barred list check where applicable)
- Two satisfactory references
- Identity verification
- Right to work verification
- Qualification verification (where applicable)

These checks are recorded on the Single Central Record and are a prerequisite to induction training commencing.

10. Professional Development Activities

CPD may take a wide variety of forms to suit different learning styles, roles and circumstances:



Formal Training

Accredited courses and qualifications that provide recognised professional credentials



Workshops & Conferences

Internal and external training events, professional conferences and seminars



Online Learning

Webinars and e-learning modules accessible at any time



Supervision & Mentoring

Reflective discussions, professional support and guidance from experienced colleagues



Peer Learning

Sharing good practice and learning from colleagues across the organisation



Research

Professional reading and evidence-based practice to inform and improve delivery

11. Professional Supervision

Why Supervision Matters

Reconnect Learning recognises the value of professional supervision as a key component of staff development, wellbeing and quality assurance.

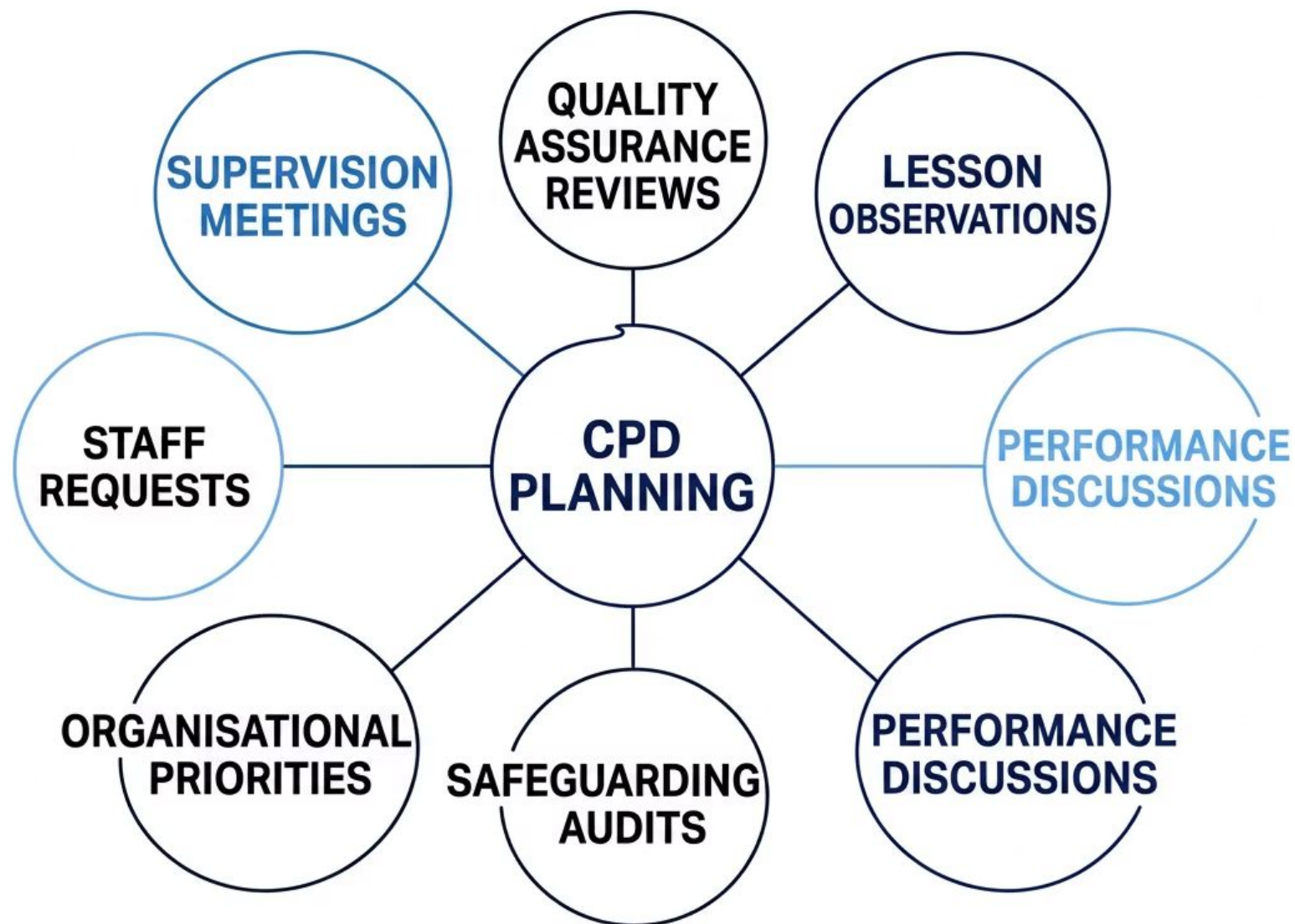
Staff supervision should take place **at least termly** and more frequently where appropriate.

Supervision May Include

- Reflection on practice
- Case discussions
- Safeguarding updates
- Professional development planning
- Wellbeing support
- Quality assurance feedback

12. CPD Planning

Identifying CPD needs is an ongoing process informed by multiple sources. Individual CPD plans may be developed where appropriate.



13. Recording CPD

Reconnect Learning will maintain comprehensive and secure records of all CPD activity. Records will be reviewed regularly to ensure accuracy and completeness.

Training Records

All training completed by each member of staff, including dates and providers

Certificates

Certificates obtained and renewal dates tracked to ensure ongoing compliance

Qualifications

Professional qualifications held by staff members

Supervision Records

Records of supervision meetings and professional development discussions

CPD Activities

All CPD activities undertaken, including informal and peer learning

-  Training records, supervision records, qualifications, CPD plans, declarations, certificates, mandatory training records and associated documentation will be retained in accordance with Reconnect Learning's Records Retention Schedule, the Data Protection Act 2018 and UK GDPR.

14. Evaluating Impact

The effectiveness of CPD will be considered as part of organisational improvement planning. Impact may be evaluated through a range of methods:

Staff Feedback
Gathering views from staff on training quality and relevance

Self-Reflection
Professional discussions and individual self-reflection



Learner Outcomes

Measuring the impact of CPD on learner progress and attainment

Lesson Observations

Reviewing the quality of teaching and support in practice

Quality Assurance

Audits, safeguarding reviews and quality assurance activities

15. Safeguarding and CPD



Safeguarding training is a core element of professional development at Reconnect Learning. All staff must remain up to date.

Reconnect Learning will ensure staff remain current with all aspects of safeguarding practice. Safeguarding updates may be provided throughout the year.

KCSIE Requirements

Annual updates aligned to Keeping Children Safe in Education (KCSIE) 2026

Child Protection

Procedures for recognising and responding to concerns

Prevent Duty

Understanding and responding to radicalisation risks

Online Safety

Protecting learners from online risks and harmful content

Peer-on-Peer Abuse

Recognising and responding to abuse between young people

Professional Boundaries

Maintaining appropriate relationships and low-level concern reporting

16. Equality, Diversity and Inclusion

Our Commitment

CPD opportunities will be provided fairly and equitably to all staff. Reconnect Learning is committed to ensuring that no member of staff is disadvantaged in accessing professional development.

- Promote equal access to training
- Make reasonable adjustments where required
- Ensure training reflects inclusive practice
- Promote understanding of protected characteristics

Legal Basis

Training provision will support compliance with the **Equality Act 2010**.

All CPD activities will be designed and delivered in a way that is accessible, inclusive and respectful of the diverse needs of staff across the organisation.

17. Staff Wellbeing

Reconnect Learning recognises that professional development makes a meaningful contribution to staff wellbeing. CPD activities will be balanced with workload considerations.

5

Wellbeing Benefits

Key ways CPD supports staff wellbeing

→ **Building Confidence**

Equipping staff with the skills and knowledge to feel assured in their roles

→ **Reducing Isolation**

Creating opportunities for connection, peer learning and shared experience

→ **Supporting Professional Growth**

Enabling staff to develop their careers and expand their expertise

→ **Improving Job Satisfaction**

Helping staff feel valued, supported and engaged in their work

→ **Enhancing Resilience**

Building the capacity to manage challenges and sustain high-quality practice

18. Quality Assurance and CPD

CPD forms part of Reconnect Learning's Quality Assurance Framework and supports continuous improvement across the organisation.



19. Annual CPD Programme

Reconnect Learning will seek to provide an annual programme of CPD activities. Additional training may be delivered according to need.

Training Area	Frequency
Safeguarding Children Level 3	Every 3 Years
KCSIE 2025 Declaration	Annually
Prevent Duty Training	Every 2 Years
Online Safety Training	Annually
GDPR & Data Protection Training	Annually
Equality, Diversity & Inclusion Training	Annually
Staff Code of Conduct (re-signed)	Annually
Child Protection & Safeguarding Policy (re-read)	Annually
Whistleblowing Policy (re-read)	Annually
Positive Behaviour Support Policy (re-read)	Annually
Health & Safety Procedures (re-read)	Annually

20. Monitoring and Review

The Managing Director will monitor all aspects of CPD activity. This policy will be reviewed annually and without unnecessary delay following changes to legislation, statutory guidance, safeguarding practice, organisational arrangements or learning identified through audits, inspections, complaints, monitoring, workforce reviews or service reviews.

Training Completion Monitoring that all mandatory training is completed on time by all staff	Training Records Ensuring records are accurate, up to date and securely maintained	CPD Impact Evaluating the effectiveness of CPD on practice and learner outcomes
Staff Feedback Gathering and acting upon staff views on training quality and relevance		Safeguarding Compliance Ensuring all safeguarding training requirements are met and current

21. Related Policies

This policy should be read alongside the following Reconnect Learning policies to ensure a comprehensive and consistent approach to staff development and organisational governance:



Safeguarding and Child Protection Policy



Safer Recruitment Policy



Staff Code of Conduct



Quality Assurance Policy



Mental Health & Wellbeing Policy



Positive Behaviour Support Policy



SEND Policy



Data Protection & GDPR Policy



Health and Safety Policy



Whistleblowing Policy



Online Safety Policy



Low-Level Concerns Policy



Managing Allegations Against Staff Policy

22. Contact Information

Policy Lead

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Version Control

Versio n	Date	Author	Changes
1.0	September 2026	Ellen Kerr	Initial Issue

Approved By: Ellen Kerr, Managing Director & DSL,
Reconnect Learning

Date Approved: September 2026

Review Date: September 2027

Compliance Status

This policy has been developed with regard to the relevant legislation, statutory guidance and governance expectations applicable at the date of approval and will be reviewed following significant legislative or regulatory changes.

✓ KCSIE 2026

Keeping Children Safe in Education (KCSIE) 2026

✓ Working Together 2026

Working Together to Safeguard Children 2026

✓ SEND Code of Practice

SEND Code of Practice 2015

✓ Equality Act 2010

Equality, Diversity and Inclusion

✓ Ofsted Inspection Standards

Current Ofsted Inspection and Safeguarding Expectations

✓ Local Authority Standards

Local Authority Provider Standards

✓ CPD Best Practice

Continuous Professional Development Best Practice

✓ QA & Workforce Standards

Quality Assurance and Workforce Development Standards

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— Reconnect Learning CPD Policy, Version 1.0