



ANDERIDA ADOLESCENT CARE

TRAINING PROCEDURE

Anderida staff inductions take place over a four-week period; much of this can be completed through the recruitment process. Following the induction, staff will complete their preparation for residential care workbook, which is accredited as part of the full diploma. A supervisor will be allocated to every new member of staff on their appointment. Together they will plan and familiarise inductees with the statement of purpose, policies and procedures, Anderida systems/organisational paperwork, mandatory training and support them to complete their workbooks and start on their diploma. Once the preparation for residential care workbook is completed (between 6 and 12 weeks) a 3–6-month review will be completed with the candidate supervisor and a Director who will decide to proceed to the Diploma at level 3 the notes will be circulated and a referral sent to the centre coordinator to arrange a start date. All permanent employees who do not hold a level 3 qualification in Residential Childcare or equivalent must enrol 6 months into their employment with Anderida.

Through the initial 12 months into employment a personal development plan (PJ review) will be completed with the staff supervisor. Through completing the PJ/PDP relevant child-care qualifications, necessary training and developmental courses the staff member may wish to pursue, should be outlined as well as areas, of work with young people, to support the home and possibility of coaching in house. PJ's/PDP's are completed annually with supervisors but looked at monthly in each supervision to update and set goals. The annual review takes place with another senior member of staff. The annual review should ascertain performance, progress, short/long term goals and further training needs.

Staff are responsible for monitoring their own training, they should:

- Regularly check the forthcoming training notices for any additions/changes.
- Inform head office or the training co-ordinator in advance of any commitments they are unable to make.
- Ensure when booking annual leave that they are not on a training course.
- Check training commitments prior to agreeing to undertake any additional tasks that may clash with these dates.
- Arrive on time and prepared.
- Conduct themselves in a suitable fashion within training agreements/ contracts.
- Remember when on training you are representing the organisation.
- Follow Anderida absence procedures, if unable to attend at short notice.
- Remember training is paid work and phones should be turned off except for break times.
- Keep all certificates in a safe place.
- Copy certificates that are given directly to individuals for head office files.

As an Anderida Adolescent Care employee you are obliged to undertake many training courses throughout the duration of your employment. The training courses range from one-day courses, e-learning to long term qualifications i.e., Diplomas. Any members of staff who fail to attend any training without reasonable prior notice being given to the training coordinator or head office will have the cost of the training deducted from their salary and disciplinary measures may be considered. In house training is usually charged at £10 per hour, external courses will be charged as per fees to the organisation and failure to complete e-learning in set time scales may result in performance meetings being called.

Non-attendance warning letters will be discarded after 3 years for staff that have obtained any since starting Anderida, and this will take staff back to reset.

The following training forms part of the Anderida programme:

- ✓ PRICE Refresher
- ✓ Group Supervision (Systemic Family Therapist)
- ✓ CBT Child Focused Workshop (CBT Therapist)
- ✓ Restraint and the Law
- ✓ PRICE & Conflict Management
- ✓ Safeguarding
- ✓ Safeguarding – Refresher 2
- ✓ Safeguarding – Refresher
- ✓ Safeguarding and the Law - Refresher 3
- ✓ Safeguarding-Reporting & Recording
- ✓ Complaints & Whistleblowing
- ✓ Taking Care Taking Control Parts 1-4
- ✓ Self-Harm Awareness
- ✓ Sexual Health & Healthy Relationships
- ✓ An introduction to CBT (2 days)
- ✓ Coping Skills
- ✓ Restorative Justice Training
- ✓ Fire Safety Awareness
- ✓ Care Planning Part 1-2
- ✓ THRIVE Awareness
- ✓ Sexual Exploitation Awareness & Safeguarding Update

- ✓ Manual Handling of Objects
- ✓ Managing Medicines- Care Workers
- ✓ Supervision Training
- ✓ NVR Training Foundation (4 days)
- ✓ NVR Certificate (Facilitated by Partnership Projects - costs variable)
- ✓ First Aid at Work 3-day course
- ✓ First Aid at Work 2-day refresher course
- ✓ Anderida Introduction Checklist
- ✓ Introduction to Residential Childcare - Preparation for Diploma
- ✓ Life and Living Skills facilitation
- ✓ Understand Safeguarding in a Digital World
- ✓ Decision Making Training
- ✓ Assertiveness Workshop
- ✓ ADHD Awareness
- ✓ Life Story Work
- ✓ Prevent Training
- ✓ Autism Training Higher Basic Level
- ✓ Autism Training Intermediate Level
- ✓ Managing Allegations Against Staff
- ✓ Working with Sexual Harmful Young People
- ✓ Appropriate Adult Training
- ✓ Eating Disorders Awareness
- ✓ Level 2 Team Leading Award
- ✓ Level 5 Leadership and Management for Residential Childcare
- ✓ FGM-Recognising & Preventing
- ✓ Channel General Awareness Module (Radicalisation)
- ✓ Psychoactive Substance
- ✓ Alcohol & Drugs Foundation Basic Level Modules 1& 2
- ✓ Depression and Suicide
- ✓ Criminal Exploitation & County Lines
- ✓ Recognising Risk of Domestic Abuse and Violence

- ✓ Safeguarding Children
- ✓ Residential Childcare 3-modules
- ✓ Sexual exploitation

In addition to the above all residential staff are required to have a Residential Childcare qualification at level 3 within 2 years of their employment. Where this and other qualifications are provided/financed by the organisation, employees will be required to pay back the full costs on a sliding scale over 2 years – as per their contracts.