

Millennium Farm Trust

HR3a Staff Training and Supervision Policy V3

Next review Feb 2027



Version Control

Version number	Date of changes	Who	Review summary
02	Jan 2023	T Freathy	Scheduled Review
03	Jan 2025	T Freathy	Revised in light of best practice

1. Policy Statement

Millennium Farm Trust (MFT) is committed to providing a safe, inclusive, and supportive environment at Depden Care Farm. We recognise that staff training and supervision are fundamental to ensuring high-quality provision, effective safeguarding of children, young people, and adults at risk, and the well-being of all who engage with the farm.

This policy sets out the framework for staff induction, ongoing training, and supervision to ensure that all team members are competent, confident, and supported in their roles.

2. Purpose

- To establish clear expectations for staff training and supervision.
- To ensure that all staff understand and comply with MFT's safeguarding policies for children and adults.
- To support staff well-being, reflective practice, and professional development.
- To maintain a safe and effective environment for farm helpers, volunteers, visitors, and staff.

3. Scope

This policy applies to:

- All employed staff at Depden Care Farm.
- Volunteers, contractors, and students on placement (with adaptations to reflect their role and responsibility level).

4. Induction and Mandatory Training

4.1 Induction

All new staff and volunteers will complete an induction programme before engaging in unsupervised activity. This will include:

- Introduction to MFT values, mission, and farm environment.
- Review of role description and expectations.
- Introduction to Safeguarding Children Policy and Safeguarding Adults Policy.
- Review of MFT Code of Conduct and professional boundaries.
- Health and safety, fire safety, and risk assessment procedures.
- Reporting and recording systems (including incident, accident, and safeguarding concerns).

Our staff induction programme is detailed in our staff induction policy and staff handbook. Staff are required to sign each section of the induction policy as it is completed, including confirmation that they have read and understand key policies, which includes those that related to health and safety, safeguarding and code of conduct.

4.2 Mandatory Training

The following training is compulsory for all staff and volunteers:

- Safeguarding Children and Young People (level appropriate to role).
- Safeguarding Adults at Risk (Care Act compliant).
- Prevent Duty awareness (recognising and responding to risks of radicalisation).
- Child Sexual Exploitation (CSE) awareness.
- County Lines and criminal exploitation awareness.
- Health and safety training (manual handling, first aid, risk awareness).
- Equality, Diversity, and Inclusion awareness.

Training must be completed within the probationary period and refreshed every 2–3 years, or sooner if guidance changes. Safeguarding training to be refreshed annually.

5. Ongoing Training and Development

- Ongoing Professional Development: Millennium Farm Trust will provide opportunities for continuous learning and development to enhance staff skills, knowledge, and effectiveness. This may include workshops, conferences, online courses, and mentoring programs.
- Staff will be encouraged to pursue relevant CPD (continuing professional development) in animal husbandry, therapeutic engagement, SEN/mental health awareness, and trauma-informed practice.
- The Trust will provide opportunities for staff to attend external training, sector conferences, and networking events.
- Team training days will be scheduled annually to refresh safeguarding knowledge and review lessons learned from practice.
- Performance Improvement Plans: If any staff member's performance falls below the expected standards, we will identify the areas for improvement and create a performance improvement plan to provide targeted training and support.
- As part of the annual appraisal cycle, the Director will compile an annual training and development plan to be considered by the Board HR Subcommittee.

6. Supervision

Supervision provides staff with protected time to reflect on their practice, discuss challenges, receive guidance, and ensure alignment with safeguarding duties. Each staff member will have a designated supervisor (line manager) who will provide guidance, support, and regular supervision. Supervisors will have the necessary qualifications, experience, and knowledge to effectively oversee their team members.

6.1 Frequency

- Formal 1:1 supervision meetings will be held **at least every 8 weeks** for staff, and **every 12 weeks** for volunteers.
- Additional supervision sessions may be arranged where safeguarding or welfare issues arise.
- Group supervision and reflective practice sessions will be offered termly.

6.2 Content of Supervision

Supervision will cover:

- Review of workload, responsibilities, and performance.
- Reflection on relationships with farm helpers and colleagues.
- Safeguarding: recent concerns, recording quality, escalation, and professional boundaries.
- Emotional well-being and resilience.
- Training and professional development needs.

- Goal setting and support planning.

6.4 Recording

- Supervisors will keep written notes of each session, signed by both supervisor and supervisee.
- Records will be stored securely and confidentially, in line with GDPR.

7. Safeguarding Emphasis

Staff training and supervision will explicitly reinforce safeguarding responsibilities, including:

- Recognising, recording, and reporting signs of abuse, neglect, or exploitation (including CSE, county lines, and radicalisation).
- Upholding professional boundaries at all times.
- Promoting safe recruitment, whistleblowing, and safer working practice.
- Ensuring safeguarding policies are “lived documents” actively referenced in decision-making.
- Encouraging staff to challenge poor practice in a safe, constructive way.

8. Roles and Responsibilities

- **Trustees:** Ensure policy oversight, monitoring, and compliance.
- **Safeguarding Leads:** Ensure staff are trained, supported, and supervised regarding safeguarding practice.
- **Supervisors/Managers:** Provide regular, structured supervision; identify training needs; support staff welfare.
- **All Staff and Volunteers:** Engage with training, attend supervision, uphold safeguarding duties, and reflect on their practice.

2. Monitoring:

Performance Appraisal: Annual performance evaluations will be conducted to assess staff members' progress, identify areas of improvement, and recognize outstanding performance. Evaluation criteria will be clear, transparent, and aligned with job expectations.

Feedback Mechanisms: We will establish a culture of open communication, where staff members receive constructive feedback on their work performance. Supervisors will provide feedback regularly and encourage staff to provide feedback on their supervision and training experiences.

Quality Assurance: We will periodically conduct internal audits and quality assurance checks to ensure compliance with policies, procedures, and industry best practices. This will include reviewing

documentation, observing work practices, and conducting surveys or interviews with staff and stakeholders. This will routinely be carried out by the Board HR lead or their representative.

4. Record-Keeping:

Documentation: Millennium Farm Trust will maintain accurate and up-to-date records of staff training, performance evaluations, feedback sessions, and any disciplinary or corrective actions. These records will be securely stored in line with our GDPR responsibilities.

5. Policy Review:

This policy will be reviewed periodically to ensure its effectiveness and relevance. Updates or revisions will be made as necessary to meet the changing needs of Millennium Farm Trust and its staff.

By implementing this Staff Training, Monitoring, and Supervision Policy, Millennium Farm Trust aims to create a culture of continuous learning, professional growth, and effective supervision, resulting in a motivated and highly skilled workforce committed to achieving the organization's mission and goals.