

CPD Policy

Version 2021 · Effective 22 November 2021

1. Policy statement

Keira's Kingdom is committed to providing high-quality support to disabled and vulnerable adults and children. To maintain and enhance our services, we recognise the importance of continuous professional development (CPD) for all staff, volunteers, and trustees. This policy sets out our approach to ensuring that all team members have the skills, knowledge, and competencies necessary to provide safe, compassionate, and effective support.

2. Purpose

The purpose of this CPD policy is to:

- Promote a culture of continuous learning and improvement.
- Ensure staff, volunteers, and trustees remain competent and up-to-date with current best practices, legislation, and safeguarding requirements.
- Support personal growth, job satisfaction, and career development within the charity.
- Improve outcomes and the quality of care and support provided to our beneficiaries.

3. Scope

This policy applies to:

- All paid staff members
- Volunteers
- Trustees
- Contractors working regularly with our service users

4. CPD definition

CPD refers to the process of tracking and documenting skills, knowledge, and experience gained both formally and informally, beyond initial training. This includes:

- Training courses (internal and external)
- Workshops and conferences
- E-learning modules
- On-the-job learning
- Supervision and mentoring
- Reflective practice
- Networking and professional forums
- Reading relevant publications

5. Responsibilities

5.1 Senior leadership / Trustees

- Promote a positive culture for CPD across the charity.
- Ensure resources (time, budget, and opportunities) are available for CPD.
- Monitor and review the effectiveness of CPD activities.

5.2 Managers / Supervisors

- Identify development needs through supervision, appraisals, and observation.
- Encourage participation in CPD opportunities.
- Facilitate reflective practice and provide feedback.

5.3 Staff and volunteers

- Take responsibility for their own professional development.
- Actively participate in CPD opportunities.
- Reflect on learning and apply it in practice.
- Maintain an up-to-date personal CPD record.

6. CPD planning and recording

- Each team member will discuss CPD needs during supervision and annual appraisals.

- Personal development plans (PDPs) will be created and reviewed regularly.
- Staff and volunteers are encouraged to maintain a CPD log, detailing training undertaken, key learnings, and how it impacts their practice.

7. Mandatory training

Certain training is mandatory for all relevant staff, including but not limited to:

- Safeguarding Children and Adults
- Equality, Diversity & Inclusion
- Health and Safety
- Data Protection and GDPR
- First Aid (where applicable)

Mandatory training must be refreshed as specified by statutory requirements or internal policy.

8. Evaluation of CPD

- Feedback will be gathered after all training activities.
- Supervisors will assess the impact of CPD through observation and reflective discussions.
- CPD outcomes will be reviewed during appraisals to ensure learning is embedded in practice.

9. Resources and support

Keira's Kingdom will:

- Provide access to relevant training and development opportunities.
- Allocate time for staff and volunteers to attend training.
- Where possible, fund relevant external training.

10. Policy review

This policy will be reviewed annually by the Trustees to ensure it remains fit for purpose and aligned with current best practice, legislation, and organisational goals.

Approval

- Policy adopted: 22 November 2021
- Next review date: 24 April 2035
- Approved by: Michelle Conway, Chair of Trustees / CEO