

## **Policy 2**

# **Workforce Development Policy 2025/2026**

## **2.1 Supervision and Appraisal**

**2.1.1** All staff will be provided with a job description and person specification detailing the expectations of the post. All staff will be provided with induction, regular supervision meetings and an annual appraisal meeting to negotiate priorities and set targets and review performance.

## **2.2 Training and Development**

**2.2.1** Where possible staff will have access to professional development opportunities. These should be identified through supervision and appraisal and would be granted in relation to the needs of the service delivery and the team.

## **2.3 Contractual Arrangements**

**2.3.1** Staff will be provided with a contract detailing the arrangements of their appointment, expectations and delivery. Any issues with the appointment should be negotiated and addressed before the contract is signed and the appointment commences.

**2.3.2** Staff will be issued with a job description, person specification and statement of particulars within 1 Calendar month of their start date with the Company.

## **2.4 Recruitment and Selection**

**2.4.1** Where possible all prospective members of staff will be subject to the same recruitment process involving an application, short listing against the job description and person specification and attending a formal interview. All candidates will be scored against the same criteria with the highest performing being the most successful, based on ethos matching, skills and attitude.

**2.4.2** All Posts will not be confirmed until the full staff vetting policy procedure has been completed as part of Reach safer recruitment process. This includes a full enhanced DBS check, 2 written references including the most recent employer, verbal confirmation of the reference originator and any gaps in employment.

**2.4.3** On occasion individuals may be approached to fill a specific post with a specific requirement; this is only used if the post has specialist requirements.

## **2.5 Induction and Probation**

**2.5.1** There will be an induction period of 1 month following appointment which will include the following where possible:

- Time with Duty desk, admin team & shadowing at the base
- Visits to school / PRU (s)
- Full reading of the policies and risk assessments
- Level 1 Child Protection training
- Level 2 Food Hygiene
- Emergency First Aid training
- Basic Fire Safety Awareness
- Driver assessment
- Initial car safety check
- Completion of report writing, SENSE systems
- Medical form completion

- Assessment of skill base
- Visit to & induction on all bases
- Supervision meeting
- Decision by Director as to competence level and probation targets

**2.5.2** A 6-month probationary period will follow commencing appointment start date. Within this time the company reserves the right to extend the probation period for the employee should further assessment of performance be needed or to fail the employees probation and withdraw the offer of employment.

## 2.6 Code of Conduct

**2.6.1** All staff will be expected to:

- Deliver their work in relation to Reach's policies detailed throughout and have the safety of students & young people at the forefront of their practice
- Behave in a professional manner at all times; including the use of appropriate language, being punctual and respecting others
- Obey the law at all times at work, including all driving laws
- Respect the ethos of Reach and reflect this in their delivery and communications based on our core offer
- Not smoke or drink or use any other substances whilst on duty or come to work under the influence of alcohol or illegal drugs
- Not advocate or encourage negative behaviour of and for young people including substance use and smoking, in relation to illegal activity and/or any potentially risky behaviour (unless part of a risk assessed programme of activity)
- Role model positive behaviours
- Be accountable for their delivery and processes supporting delivery
- Maintain a politically neutral view irrespective of personal views
- Support young people to express their views appropriately and challenge and develop such views through appropriate challenge without imparting personal views unless they are supporting professionalism

- Staff are expected to fulfil the requirement/expectations on them in accordance with their own Job Description
- Personal views and beliefs (whilst valued) are to be held appropriately by staff and not passed onto students to in any way influence areas that include religion, beliefs, sexuality, gender etc. Staff should question, find healthy debate and encourage discussions but not pass on own beliefs. Sharing your personal life should only be carried out when it feels healthy, beneficial to the student and justifiable. Clearly this can be important but always maintain professional boundaries. (See Equal Opportunities Policy)
- Not accept substantial gifts or hospitality without prior consent from the Director
- Maintain confidentiality at all times as per policies
- Ensure relationships with team, colleagues and schools are maintained as healthy and positive
- Maintain expenses/budget and claim forms in line with policies
- Conduct themselves outside of work, including on social media, in a way that does not bring themselves or Reach/schools into disrepute
- Ensure all social media and online posting is kept private and appropriate. This includes not contacting / accepting requests from families, students or ex-students
- Not communicate with the media or press without express permission from the Director
- Maintain all Reach resources responsibly and in accordance with procedures.
- Understand that conduct out of work (in personal time), may trigger an investigation (if deemed illegal or inappropriate) including referral to the LADO
- Any offences or significant incidents outside of work e.g. driving offence / crime / police incident, to be brought to the attention of the Director within 48 hours of occurrence

**2.6.2 Failure to abide by this code of conduct may result in disciplinary action being taken against a member of staff, which could include dismissal (please refer to the Company's Disciplinary Procedure).**

## **2.7 Contractual Arrangements**

**2.7.1** It is Reach's Policy that references for a former or current member of staff may be given only by the Director. No other person in the Company is permitted to provide a written or verbal reference about a current or former staff member. Any requests for a reference should be passed to the director.

**2.7.2** References will only be given in writing with the consent of the individual concerned and all requests for information will be responded to in a standard format. The only factual information that may be provided is:

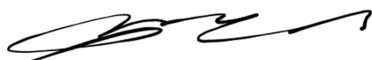
- The dates of the individual's employment with the Company
- The individual's Job title
- A short description of the individual's key job duties and level of responsibility
- Salary
- Any jobs that the individual held within the Company prior to the job held at the date of termination (or the current job), and for how long he/she performed these jobs
- Any safeguarding matters relating to the employee

**2.7.3** A copy of any reference provided will be retained in accordance with the Staff Privacy Notice Procedure.

Any further questions regarding guidelines in this policy then please contact one of the leadership team.

To ensure the effectiveness of this document our 'Workforce Development' policy will be reviewed annually.

Signed:



Date: 02/09/2025

Dan Palmer

Founder / Director