



Training and Development Policy

Autism Mentors Ltd – Neurodiversity Mentoring & Support Services

Location: Oxfordshire, UK

Effective Date: 1st September 2025

Next Review Date: September 2026

1. Policy Statement

Autism Mentors Ltd is committed to supporting the professional development and ongoing training of all staff, contractors, and volunteers. We believe that high-quality, informed practice leads to safer, more compassionate, and effective support for the neurodivergent individuals and families we work with.

We aim to foster a learning culture where everyone is encouraged and supported to grow their knowledge, confidence, and person-centred practice.

2. Purpose of this Policy

This policy ensures that:

- All staff and contractors receive essential training for their role.
- Everyone working with children and vulnerable adults meets legal and best practice standards.
- Staff feel confident, supported, and professionally competent.
- Learning is continuous and reflects current research, guidance, and service needs.

3. Legal and Regulatory Framework

This policy aligns with:

- Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- Care Act 2014
- Children Act 1989 & 2004
- Working Together to Safeguard Children (2023)
- Equality Act 2010
- CQC Fundamental Standards (if applicable)
- Guidance from Oxfordshire Safeguarding Boards (OSCB and OSAB)

4. Mandatory Training

All staff and contractors are required to complete the following as a minimum (within 3 months of joining):

- Safeguarding Children & Adults (Level 2 or above depending on role)
- Prevent Duty Awareness
- Equality, Diversity & Inclusion
- GDPR and Confidentiality
- Health & Safety
- Fire Awareness
- First Aid (Emergency or Paediatric, as appropriate)
- Positive Handling / De-escalation (where required)
- Autism and Neurodiversity Awareness
- Trauma-Informed Practice

- Mental Health and Wellbeing Awareness
- Communication and Sensory Support Strategies
- Lone Working and Personal Safety
- Whistleblowing

5. Role-Specific and Ongoing Training

Staff may also be expected to undertake additional training as relevant:

- Medication Awareness
- Reflective Practice and Supervision Training
- Epilepsy Awareness
- SCERTS (Social Communication, Emotional Regulation and Transactional Support)

6. Induction

New staff and contractors will receive:

- A structured induction covering the organisation's values, policies, safeguarding expectations, and Code of Conduct
- Access to training materials, shadowing opportunities, and mentoring support
- A named point of contact for guidance during the induction period

7. Continuous Professional Development (CPD)

- Staff are encouraged to reflect on their learning needs and request additional training where appropriate
- CPD may include workshops, e-learning, webinars, peer learning, supervision, or accredited courses
- We support neurodiverse approaches to learning and accommodate individual learning styles and access needs

8. Supervision and Support

- Regular supervision sessions will be provided (1:1 or group)
- Supervision includes discussion of training needs, wellbeing, and reflection on practice
- Staff are supported to learn from incidents, share good practice, and develop professionally

9. Record-Keeping and Monitoring

- Training records will be maintained and reviewed annually
- Staff are responsible for keeping evidence of their own CPD (where self-employed)
- The organisation tracks compliance with mandatory training and provides reminders or refresher sessions as required

10. Non-Compliance

Failure to complete mandatory training or demonstrate competence may result in:

- Suspension from certain duties
- Supervised practice
- Termination of contract or removal from the approved staff list

11. Policy Review

This policy will be reviewed annually or sooner if required due to:

- Changes in legislation or regulation
- Safeguarding incidents
- Service delivery changes or client needs

Policy Approval

Signed:

A handwritten signature in black ink, appearing to be 'MW' with a stylized flourish.

Name: Michelle Wray [Director / DSL]

Date: 1/9/25