**Learning and Development Policy**

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| **Document Number** | ACC03 |
| **Version** | 0.2 Draft |
| **Scope/applies to:** | Staff, Committee, Volunteers |
| **Date Approved** |  |
| **Approved by** |  |

**Purpose**

The purpose of this policy is to outline our commitment to ensuring everyone in our organisation is appropriately trained and is aware of best practice in our sector.

**Policy**

1. Induction

Staff members are provided with a **Staff Manual** and induction on commencement to ensure that they may be safely entrusted with the duties of their position.

Volunteers are provided with a **Volunteer Manua**l and induction on commencement to ensure that they may be safely entrusted with the duties of their position.

Committee members are provided with a **Committee of Governance Induction Kit** on commencement to ensure that they may be safely entrusted with the duties of their position.

1. Ongoing Professional Development)

Ongoing professional development opportunities are provided to staff, committee members and volunteers at the discretion of the Executive Officer, and subject to the annual budget approved by the Committee.

The Executive Officer and the Committee ensures that staff and volunteers meet government requirements regarding required skill and accreditation levels. This may include a minimum amount of professional development to be undertaken on a regular basis.

Staff are also encouraged and supported to pursue and complete professional development which is relevant to their work, or to their further career goals if those align with our work.

For all staff, and for formal volunteers (including Committee) induction and training must comply with Child Safe Standard 8, including topics such as:

* Identifying indicators of child abuse and harm, including where caused by other children
* How to respond to issues of child safety including internal and external reporting requirements, notifying families and carers and managing risks to children
* How to support a person disclosing harm to a child
* How to create a culturally safe environment.

Refer to the **Child Safety and Wellbeing Policy** for further details.

**Funding**

Our annual budget allocates funding for professional development that is aligned with the opportunities anticipated and available for that coming year, along with regular compliance training (e.g. updating first aid certificates, food handling certification etc.).

Funding for professional development can also be sourced outside our organisation.

Staff and volunteers may apply for financial assistance for any additional training which the

Committee agrees is directly related to their current, or prospective role and which can be appropriately funded.

Committee members may apply for financial assistance to participate in training opportunities which contribute to the proper governance of our organisation.

**Performance**

Regular performance reviews are conducted with staff to identify strengths and opportunities for learning and growth.

Any serious performance management issues are escalated to the Committee of Governance.