



FordHaven Training

It is essential that FordHaven is safe and that means developing the awareness and knowledge of those staff and volunteers involved in running sessions.

Training is mandatory for all Managers, Staff and Volunteers.

All Managers, Staff and Volunteers need to complete training updates as required.

1. Staff and Volunteers must complete induction training overseen by FordHaven's DSL.
2. All staff & volunteers will receive training from outsourced organisations on specific subjects.
3. All staff and volunteers must complete an online Safeguarding training course as specified by FordHaven.
4. All staff and volunteers must engage with Safeguarding training annually.
5. A Training Record will be kept for each member of staff/volunteer, clearly stating the date and title of any training.

Staff/Volunteer Induction Training

This has been divided into subjects for all volunteers who support sessions at FordHaven. The training will equip them in their valuable role working at FordHaven and be completed as part of their induction.

FordHaven Induction training subjects

- Safeguarding
- Allegations & Concerns
- Health & Safety
- Lone Working
- Behaviour Codes
- Privacy & Confidentiality
- Safe recruitment
- Volunteering at FordHaven

Face to face training

FordHaven training subjects have been designed in a way that will allow Managers to deliver the training to their staff and volunteers.

E Learning

This is useful for staff and volunteers that cannot attend face to face training and is a requirement for Safeguarding Training.

Outsourced Training

FordHaven will use independent organisations to provide First Aid, Fire Marshall and Basics of Safeguarding training.

ALL OF FORDHAVEN'S POLICIES ARE AVAILABLE ON OUR WEBSITE.

Approved by: Roxana Ford - Director
Last reviewed: March 2024
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