




### Training, Supervision and Continuous Development Policy

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<b>Policy Approved By:</b>	Sevcan SUNGUR
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<b>Role:</b>	Director
<b>Signed:</b>	
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## **1. POLICY STATEMENT**

At **Sun Play Therapy**, we recognise that the delivery of high-quality therapeutic and educational services for children and young people relies fundamentally on the knowledge, skills, and ethical awareness of the professionals delivering them. As such, we are committed to a clear and structured approach to **training, supervision, and continuous professional development (CPD)** for all staff, freelance practitioners, and volunteers working on behalf of our organisation.

This policy sets out our core principles and operational standards to ensure that everyone working with or for Sun Play Therapy receives:

- ⇒ Comprehensive **induction training** upon joining the organisation;
- ⇒ Access to **ongoing, role-specific training** tailored to their responsibilities, including
- ⇒ safeguarding, behaviour support, SEND, trauma-informed practices, and creative therapeutic methods;
- ⇒ Regular and recorded **supervision sessions**, designed to support reflective practice,
- ⇒ ensure emotional wellbeing, and address any performance or safeguarding concerns;
- ⇒ Clear expectations around **self-directed professional development**, supported by
- ⇒ internal guidance and external training opportunities;
- ⇒ A culture of openness, feedback, and **peer collaboration**, where practitioners feel
- ⇒ valued, heard, and motivated to develop.

We acknowledge our duty of care not only to the children and young people we serve, but also to the professionals who support them. Continuous improvement is a shared responsibility, and we aim to foster a learning environment in which every staff member is empowered to grow, contribute to best practice, and uphold the values and standards of Sun Play Therapy.

This policy will be reviewed annually and updated as needed in response to legislative changes, organisational development, or evolving professional standard

## **2. AIMS AND OBJECTIVES**

The overarching aim of this policy is to ensure that all individuals working with or on behalf of **Sun Play Therapy**—including staff, freelance practitioners, and volunteers—are fully supported in their professional journey and equipped with the knowledge, tools, and reflective practices needed to deliver safe, effective, and child-centred services.

Specifically, this policy seeks to:

- ⇒ **Provide relevant, role-specific, and up-to-date training**  
Ensure that all practitioners receive comprehensive training tailored to their roles and responsibilities. This includes (but is not limited to) training on:
  - ⇒ **Trauma-informed care**, enabling practitioners to recognise and sensitively respond to the complex needs of children and young people affected by trauma or adverse experiences.
  - ⇒ **Safeguarding and child protection**, in line with statutory guidance and best practice, to ensure the safety and wellbeing of all service users.
  - ⇒ **Behavioural support and regulation strategies**, to promote positive engagement and reduce barriers to participation in therapeutic and educational activities.



- ⇒ **Creative, inclusive, and person-centred practice**, particularly within the context of arts, play, sensory engagement, and alternative provision models.
- ⇒ **Establish structured supervision and reflective practice**  
Guarantee that all practitioners participate in regular, recorded supervision sessions that:
  - Provide emotional and professional support;
  - Offer a confidential space for reflection, discussion of challenges, and resolution of issues;
  - Encourage accountability and reinforce adherence to safeguarding and ethical standards;
  - Monitor performance, identify training needs, and promote continual improvement.

- **Foster a culture of continuous professional development (CPD)**

Promote a working environment where:

- Ongoing learning is valued and embedded into the organisational ethos;
- Practitioners are encouraged to undertake further qualifications, attend CPD events, and pursue specialist areas of interest aligned with Sun Play Therapy's mission;
- Knowledge-sharing, mentoring, and peer learning are facilitated as part of routine practice.

- **Uphold safe, ethical, and evidence-informed practice**

Reinforce the importance of ethical responsibility, legal compliance, and evidence-based approaches in every aspect of service delivery. This includes adherence to safeguarding legislation, data protection standards, equality and diversity principles, and Sun Play Therapy's own codes of conduct and safeguarding frameworks.

These aims ensure that all those working with children and young people through Sun Play Therapy do so with confidence, compassion, and competence—contributing to the holistic development and safety of every learner.

### **3. INDUCTION AND INITIAL TRAINING**

All new staff members, freelance practitioners, and volunteers working with or on behalf of **Sun Play Therapy** will complete a structured **induction process** prior to delivering any sessions or working directly with children and young people. This induction is a fundamental step in ensuring that all practitioners understand and align with the organisation's values, safeguarding expectations, and operational procedures from the outset.

The induction process includes:

- **Introduction to Sun Play Therapy's Vision, Ethos, and Core Policies**

New team members will receive a comprehensive overview of Sun Play Therapy's mission, values, and approach to therapeutic and educational work. Special emphasis will be placed on the importance of safeguarding, child protection, and maintaining professional boundaries in all interactions.

- **Completion of Mandatory Statutory Training Modules**

All staff are required to complete and evidence the following statutory training, in accordance with legal and local authority expectations:

- **Safeguarding Children and Young People (Level 2)**



- **Prevent Duty (Counter-Terrorism Awareness)**
- Any other training required by commissioning bodies or regulatory
- frameworks.

## **Introduction to Operational Tools and Digital Systems**

Staff will be introduced to the digital tools and platforms used within Sun Play Therapy for:

- **Curriculum planning and delivery**
- **Session reporting and attendance tracking**
- **Safeguarding concerns and incident reporting**
- **Accessing organisational guidance and resources**, including the use of

Google Workspace (as outlined in the *Duty & Deadline* section).

### • **Initial Training in Trauma-Informed Practice and SEND/SEMH Support**

Practitioners will receive foundational training in trauma-informed approaches, designed to enhance their ability to work sensitively with children and young people who have experienced adversity, loss, or trauma.

In addition, all staff will be briefed on supporting learners with **Special Educational Needs and Disabilities (SEND)** and/or **Social, Emotional and Mental Health (SEMH)** needs, using strategies that promote inclusion, emotional regulation, and engagement in therapeutic activities.

This induction is recorded and monitored as part of each individual's training record and is a prerequisite for working directly with students. Staff who have not completed the full induction will not be allocated sessions until all required elements are met.

## **4. ONGOING TRAINING REQUIREMENTS**

At **Sun Play Therapy**, we believe that continuous professional development is essential for maintaining safe, informed, and effective practice in therapeutic and educational settings. As such, all practitioners—whether employed or freelance—are expected to actively participate in ongoing training to ensure their knowledge and skills remain current, reflective, and aligned with Sun Play Therapy's values and frameworks.

The following requirements form the core of our ongoing training expectations:

### **Annual Safeguarding Refresher Training**

All practitioners must complete an annual safeguarding refresher course to stay updated on key legislation, emerging risks, and best practices in child protection. Attendance is mandatory and monitored as part of each individual's training record. This ensures that safeguarding awareness remains high across the organisation and that everyone is prepared to identify and respond to concerns appropriately.

### **Termly CPD Sessions**

Practitioners are required to attend at least one **Continuing Professional Development (CPD)** session per term. These sessions are tailored to current and emerging topics relevant to our work with children and young people and may include:

- Managing and de-escalating **challenging behaviours**
- Strategies for **emotional regulation and co-regulation**



- Understanding and supporting **neurodiverse learners**
- Trauma-informed approaches in therapeutic and educational contexts
- Best practices in inclusive arts and sensory education

CPD sessions are delivered by in-house or external experts and may take the form of workshops, seminars, or reflective learning groups. Staff are encouraged to suggest topics based on their own needs and experiences in the field.

### **Curriculum Planning Support**

To ensure consistency and quality across all sessions, practitioners are expected to engage in **curriculum planning meetings** or one-to-one support sessions with senior staff. These sessions:

- o Help align lesson content with **Sun Play Therapy's therapeutic framework** and core objectives;
- o Offer guidance on adapting sessions to meet the specific needs of individual learners;
- o Provide an opportunity to share ideas, resources, and creative approaches across the team.

In addition to these structured sessions, practitioners are encouraged to take part in external CPD opportunities and to maintain an individual CPD log, which can be reviewed during supervision. Our aim is to create a learning culture that values professional growth and ensures all team members are confident, supported, and well-informed in their practice.

## **5. SUPERVISION AND MONITORING**

Effective supervision and structured monitoring are essential to maintaining high-quality provision, safeguarding standards, and practitioner wellbeing across all Sun Play Therapy services. Our supervision framework is designed not only to support staff in their day-to-day responsibilities but also to create space for reflection, accountability, and ongoing development.

The following components form the core of our supervision and monitoring system:

### **Fortnightly Supervision Meetings**

All practitioners are required to participate in regular supervision meetings with a designated **Lead Supervisor**. These sessions typically occur weekly, although a fortnightly arrangement may be approved depending on workload and scheduling. Supervision meetings provide a confidential and supportive environment in which practitioners can:

- Reflect on the progress and challenges encountered during sessions;
- Review safeguarding concerns or incidents;
- Discuss student engagement and emotional wellbeing;
- Identify any professional development or resource needs.

Sessions are documented, with key actions and follow-ups recorded and monitored.

### **Curriculum Planning Review**

To ensure quality, consistency, and learner-centred delivery, all practitioners are expected to submit their **weekly learning/session plans** by the Friday prior to delivery. These plans are reviewed by the Lead Supervisor to assess:

- Clarity of session structure and outcomes;



- Accessibility for students with SEND or SEMH needs;
- Alignment with the student's individual goals and Sun Play Therapy's therapeutic framework.

Feedback is provided where necessary, and plans may be revised in collaboration with the practitioner to ensure effective delivery.

### **Wellbeing Checks**

Recognising the emotional demands of working with vulnerable children and young people, Lead Supervisors conduct regular **wellbeing check-ins** with each practitioner.

These check-ins are designed to:

- Identify early signs of stress, burnout, or emotional fatigue;
- Offer support, guidance, or adjustments to workload if needed;
- Maintain a strong culture of care and mutual respect within the team.

All concerns and agreed actions are logged confidentially and followed up appropriately.

Through these systems, Sun Play Therapy ensures that every practitioner is supported, guided, and continuously improving, while upholding our duty of care to both staff and students.

## **5. DOCUMENTATION AND ACCESS**

To ensure transparency, accountability, and ongoing professional development, **Sun Play Therapy** maintains secure and centralised documentation for all training, supervision, and curriculum-related activities. Accurate record-keeping is a fundamental part of our quality assurance framework and supports safeguarding, staff development, and effective delivery.

The following procedures outline how documentation is managed and accessed:

### **Centralised Digital Storage**

All records are securely stored within **Sun Play Therapy's Google Workspace system**, specifically under the **Duty & Deadline** folder. This includes:

- o Supervision meeting notes and action logs;
- o CPD attendance logs and certificates;
- o Evidence of completed statutory and specialist training.

Access to this system is granted to practitioners during induction, along with guidance on how to navigate the folder structure and maintain accurate records.

### **Practitioner Responsibilities**

All staff and freelance practitioners are responsible for:

- Writing their Daily observation( the same day when session takes) **termly Individual Learner Journer and Progress Report** by the agreed deadline (o Including any **reflective notes** arising from sessions, which may inform supervision or curriculum adaptations;
- Logging and uploading any **safeguarding observations or disclosures** using the designated reporting format provided during induction;
- Ensuring that all documents are named, dated, and stored in the correct location within their assigned folder.

### **Confidentiality and Compliance**

All records are treated as confidential and handled in line with **GDPR** and Sun Play Therapy's **Data Protection and Confidentiality Policy**. Supervisors and managers



have controlled access to practitioner folders for monitoring and support purposes. Any breaches in documentation protocol (e.g., failure to upload plans or record safeguarding issues) will be addressed through supervision and, if necessary, performance review processes.

By maintaining clear and accessible documentation protocols, Sun Play Therapy ensures that both practitioners and managers are able to track progress, identify emerging needs, and uphold the highest standards of ethical and professional practice.

## **7. TRAINING RECORDKEEPING**

Sun Play Therapy is committed to maintaining accurate and up-to-date records of all staff and practitioner training, as part of our wider commitment to quality assurance, safeguarding compliance, and professional development.

The following procedures govern how training records are maintained and monitored:

### **Centralised Training Register**

A centralised training record is maintained and regularly reviewed by the **management team**. This register includes details of all mandatory and role-specific training completed by each practitioner, including:

- Safeguarding and Prevent Duty training;
- Trauma-informed practice;
- CPD sessions attended (internal and external);
- Any specialist training relevant to SEND, SEMH, arts therapy, or behaviour support.

### **Submission of External Training Evidence**

Practitioners are required to submit copies of certificates or confirmation emails for any **external training** they attend. These documents must be uploaded to their designated folder within the **Duty & Deadline** Google Workspace area or submitted directly to the Training Coordinator or Lead Supervisor for logging.

### **Verification and Monitoring**

All training documentation is reviewed for:

- o Relevance to the individual's role;
- o Currency (e.g. ensuring refresher training is completed within required timeframes);
- o Alignment with organisational priorities and regulatory requirements.

Where gaps are identified, additional training or support may be recommended.

### **Compliance with External Audits**

Training records may be requested during:

- Local authority monitoring visits;
- Site inspections;
- Annual safeguarding or performance audits.

It is therefore essential that all records are accurate, complete, and easily accessible to authorised reviewers.

Through consistent recordkeeping and proactive training management, Sun Play Therapy ensures



that all practitioners meet required standards and are prepared to deliver safe, effective, and reflective practice.

## **8. POLICY REVIEW AND UPDATES**

This **Training, Supervision and Continuous Development Policy** is a living document and will be reviewed on a regular basis to ensure its relevance, effectiveness, and alignment with current legislation, local authority expectations, and the evolving needs of Sun Play Therapy's staff and service users.

Key points regarding policy review include:

### **Annual Review Cycle**

The policy will undergo a formal review at least **once every 12 months** by the Senior Leadership Team (SLT), in consultation with safeguarding leads and supervisory staff.

Revisions may include:

- Updates to statutory training requirements;
- Adjustments in supervision arrangements or documentation protocols;
- Incorporation of new local authority guidance or sector-wide best practices.

### **Responsive Amendments**

In addition to scheduled reviews, the policy may be updated **on an ad-hoc basis** in response to:

- o Changes in legislation or safeguarding standards;
- o Feedback from practitioners, supervisors, or partner organisations;
- o Outcomes of internal audits, inspections, or incidents that highlight gaps in current procedures.

### **Communication and Access**

Any updates to this policy will be clearly communicated to all staff and freelance practitioners via email and/or during team meetings. The most current version will always be available in the **Duty & Deadline** folder within Sun Play Therapy's Google Workspace.

All practitioners are expected to familiarise themselves with the latest version of this policy and to implement its procedures as part of their daily practice. Ongoing compliance with this policy is monitored through supervision, training records, and quality assurance processes.