



Training and Development Policy

Growing Hope is committed to ensuring that all staff, volunteers, and freelancers receive appropriate training, supervision, and development opportunities and recognises development as an ongoing process. This commitment enables the delivery of high-quality clinical services and organisational support across Growing Hope.

This policy applies to:

- Employed staff
- Clinic Managers & therapists
- Volunteers & freelancers providing clinical or non-clinical services

Induction Training

- All staff, volunteers, and freelancers will receive role-specific induction training.
- During induction, all individuals must read and understand all Growing Hope policies to ensure safe and high-quality practice.

Supervision

All Growing Hope staff, freelancers, and volunteers are expected to maintain regular contact with their line manager or pastoral supervisor.

Clinical Supervision for Therapists

- All therapists employed by a Growing Hope clinic must receive monthly clinical supervision, funded by their local Growing Hope charity.
- Supervision sessions must follow the format outlined in Appendix 1
- Therapists are responsible for ensuring supervision occurs every 4–6 weeks.
- Clinical supervision may be provided by an appropriately experienced clinician
- Growing Hope National will provide induction training and support to clinical supervisors to ensure high-quality supervision.
- If therapists have concerns about the quality or suitability of their supervision, they should raise this with their line manager

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Non.Clinical Supervision

- Non-clinical staff members will receive monthly supervision from their line manager.
- Staff are responsible for ensuring supervision occurs every 4–6 weeks.
- Supervision sessions must follow the format outlined in Appendix 2

Volunteers and Freelancers

- Volunteers and freelancers must maintain their own CPD.
- Clinical volunteers and freelancers must ensure they receive regular clinical supervision at their own cost unless otherwise agreed.

Annual Progress Reviews and Pay Increments

Annual Progress Reviews

- All staff must complete an annual progress review, reflecting on their progress and achievements over the past year and setting goals for the year ahead.
- Reviews will be conducted by the staff member's line manager.
- For Clinic Managers, the review will involve:
 - The Chair of Trustees for the local charity
 - Their pastoral supervisor
 - A member of the Growing Hope National Leadership Team
- Reviews should take place annually, on or around the employee's start-date anniversary.

Documentation and Sign.off

- Following the annual review meeting, completed review paperwork (Appendix 3) must be signed off by the appropriate individuals:
 - For National staff and contracted therapists by their line manager
 - For Clinic Managers the Chair of Trustees, Pastoral Supervisor, and CEO
- Paperwork will be stored in the employee's HR file.
- The review will include a recommendation regarding whether the employee has met the standards and targets required for a pay increment (see PayScale Policy).
- If targets are met, the employee will receive an incremental salary increase.
- The increase will be reflected in the employee's pay the month following the review.
- Pay increases must fall within the approved budget and will be subject to the upper limit of the banding of the designated role.

- In the unusual circumstance that the Trustee board feels there is not enough funding for the pay increase to be effective immediately, this should be reviewed at the next trustee meeting, with the intention that the increase would start in the following quarter.

Training and Courses

- Employed staff and clinicians may request funding subject to budgetary consideration for training that enhances their role or the quality of clinical services they provide.
- Training costs and related expenses may be covered by Growing Hope for National staff and by Growing Hope local charities for Clinic Managers and employed clinicians.
- When requesting training, staff are required to submit a request to their line manager (for Clinic Managers, requests should be submitted to their Chair of Trustees), detailing:
 - Why the training is required
 - Three potential training course options to ensure value for money
 - Three costed options (including travel and accommodation where applicable*)
 - Justification for the preferred option
- The request will be reviewed by the line manager / Chair of Trustees, and a decision will be made.
- If approved, it is the responsibility of the staff member to book the training.
- Confirmation of booking and receipts should be sent to their line manager and accounts@growinghope.org.uk

Standard profession-specific training (e.g., Sensory Integration, Circle of Security) may be approved by the local Trustee Board

- Training requests over £2,000 must be reviewed by the local charity trustee board at their next quarterly meeting.
- *In some cases, training fees may be covered but travel, accommodation, or sustenance may need to be self-funded. Decisions will be made on a case-by-case basis.



- Staff who receive funded training must provide in-house training to share learning with colleagues; this could be as part of the monthly In-Service training series.

Mandatory Training

As per the Growing Hope contract of employment all staff are required to complete the following training courses on the following basis:

Safeguarding children (every 1 year)
Safeguarding adults (every 1 year)
Basic life support (every 1 year)
Sexual Harassment Training (every 1 year)

Health & Safety Awareness (every 2 years)
Moving and Handling (every 2 years)
Fire safety (every 2 years)
Information Governance & Data Security (every 2 years)

Equality, Diversity and Inclusion (every 3 years)
Conflict Resolution (every 3 years).

They are also required to complete the When Dreams Change and Siblings facilitator training.

The cost of these training courses will be covered by Growing Hope for National employees and by the local Growing Hope Charity for clinic employees.

All therapy (clinical) staff are also required to complete:

Infection prevention and control (every 2 years)
Positive handling training (every 3 years)

The cost of this training will be covered by the Growing Hope local Charity.

Logging of Mandatory Training

- Staff are required to upload copies of their training certificates to their PDP folders as evidence of completion.

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- Clinic Managers should ensure that clinical freelancers & volunteers maintain their mandatory CPD in accordance with their roles and responsibilities and that evidence of their CPD is kept on file.

Responsibilities

- Growing Hope National and Growing Hope Local Charities
 - Provide appropriate training, supervision, and development opportunities.
 - Ensure supervisors are trained and supported.
- Staff, Volunteers, and Freelancers
 - Attend required training and supervision.
 - Maintain CPD and seek support when needed.
 - Adhere to all Growing Hope policies and procedures.

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Version: 10

This policy should be considered in line with other Growing Hope policies (e.g. safeguarding, faith policy, recruitment & employment policy, PayScale policy, performance management policy).



Appendix

Appendix 1 – [Clinical Supervision Form](#)

Appendix 2 – [Non- Clinical Supervision Form](#)

Appendix 3 – [Annual Progress Review Form](#)

Resources can be found on Growing Hope Resources for All