



## 1. Introduction

Pinnacle-AP is committed to ensuring that all staff are adequately trained to perform their roles effectively and to maintain a safe and supportive environment for students. This policy outlines the requirements and procedures for staff training.

## 2. Principles

- Continuous Development: Pinnacle-AP supports continuous professional development for all staff.
- Compliance: Training will ensure compliance with relevant legislation and policies, including data protection, safeguarding, and behavior management.
- Effectiveness: Training will be designed to be effective and relevant to staff roles.
- Record Keeping: Accurate records of staff training will be maintained.

## 3. Training Requirements

- Safeguarding Training: All staff will receive safeguarding and child protection training appropriate to their role upon induction and regularly thereafter (at least annually). The Designated Safeguarding Lead (DSL), Rhonda Thomas, and Deputy Designated Safeguarding Lead (DDSL) will undertake more advanced safeguarding training at least every three years.
- Data Protection Training: Staff will receive training on data protection policies and procedures, in compliance with the UK GDPR and the Data Protection Act 2018.
- Behavior Management Training: Staff will receive training on the student behavior management policy and the staff behavior policy.
- Other Training: Additional training may be required depending on staff roles and responsibilities.

## 4. Responsibilities

- Rhonda Thomas (as Designated Safeguarding Lead): Is responsible for overseeing data protection and safeguarding training within Pinnacle-AP.
- All Staff: Are responsible for attending required training and complying with all policies and procedures.

## 5. Record Keeping

- Records of staff safeguarding training will be maintained.
- Records of other relevant training will also be kept.



**6. Policy Review**

**This policy will be reviewed annually and updated as necessary.**

**Signed:**

**Rhonda Thomas**

**Pinnacle-AP**

**Date of Policy: 5/5/2025**