



ND SEND Specialists Ltd.

Training & Development Policy

Designation	Name	Date	Signature
Director	Joanna Roberts	08/05/2025	J. Roberts

Monitoring & Evaluation	
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ND SEND Specialists Ltd. Training & Development Policy

1. Policy Statement

ND SEND Specialists Ltd is committed to continuing professional development to ensure that high-quality, safe, and effective services are provided to children, young people (CYP), families, and partner organisations. As a one-person limited company, the Director and sole practitioner takes full responsibility for maintaining up-to-date knowledge, skills, and professional competence in all areas of practice, including safeguarding, SEND, mental health, and educational support.

2. Aims of the Policy

This policy aims to:

- Ensure professional standards are maintained and continually improved.
- Support compliance with relevant legal, regulatory, and professional obligations (e.g. Ofsted, DfE, SEND Code of Practice, Safeguarding legislation).
- Promote reflective practice and evidence-informed service delivery.
- Identify, plan, and evaluate training and development activities.

3. Responsibilities

As the sole practitioner, the Director is responsible for:

- Identifying personal training and development needs through self-assessment, client feedback, and changes in legislation or guidance.
- Maintaining appropriate and up-to-date knowledge in safeguarding, the Prevent Duty, mental health, SEND legislation, and evidence-based educational and therapeutic approaches.
- Ensuring statutory and mandatory training is renewed within required timescales.
- Documenting all training activities, including informal CPD such as reading, webinars, and professional dialogue.
- Seeking professional supervision or peer reflection where appropriate to support safe and ethical practice.

4. Mandatory and Recommended Training

4.1 Mandatory Training (renewed as required):

- Safeguarding (minimum Level 2; Level 3 where relevant)
- Prevent Duty awareness
- Data Protection and GDPR



- Health and Safety (including lone working and risk assessment)
- Equality, Diversity and Inclusion
- First Aid (if applicable to work undertaken)

4.2 Recommended/Optional Training and CPD:

- Trauma-informed practice
- Autism, ADHD, and neurodiversity
- Supporting CYP with PMLD and complex needs
- Mental Health First Aid / Senior Mental Health Lead CPD
- Coaching, mentoring, and alternative provision strategies
- National SEND updates and policy changes

5. Monitoring and Evaluation

- A **Training and CPD Log** is maintained by the Director to track all completed learning activities and future training plans.
- The policy and training needs are reviewed **annually** or sooner if there is a change in legislation, service scope, or regulatory requirements.
- Reflective notes are used to evaluate the impact of learning on practice and service delivery.

6. Commitment to Continuing Professional Development

ND SEND Specialists Ltd recognises that professional development is an ongoing process. The company is committed to:

- Allocating dedicated time and budget (where feasible) for CPD.
- Engaging with sector bodies, networks, and communities of practice.
- Using current research and professional guidance to inform and enhance service delivery.
- Being open to feedback, change, and innovation in support of the best outcomes for children and young people.

7. Contact Details

For training and development queries or concerns, contact:

Jo Roberts, Director, ND SEND Specialists Ltd.

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07979 311812

For more information, visit: <http://nd-send-specialists.co.uk>



Appendix 1

Training Matrix

Training Area	Level	Frequency	Completed (Y/N)	Name of Course / Training	Course / Training Provider	Date Completed	Due for Renewal	Notes
Safeguarding Children	Level 2 (min) / Level 3 (recommended)	Every 2 years						Level 3 if involved in case management
Prevent Duty Awareness	Basic Awareness	Every 2 years						Part of safeguarding duties
Data Protection / GDPR	Awareness Level	Every 2 years						Must align with ICO guidance
Health & Safety Awareness	Awareness Level	Every 3 years						Include risk assessments for lone working
Lone Working / Personal Safety	Awareness Level	Every 2–3 years						Essential for outreach or solo visits
Equality, Diversity & Inclusion	Awareness Level	Every 2 years						Supports inclusive practice
First Aid (if applicable)	Emergency First Aid	Every 3 years						Required if delivering in-person sessions
Autism & ADHD Awareness	CPD/Workshop	Every 1–2 years						Keep current with neurodivergent approaches
PMLD & Complex Needs	CPD/Workshop	Every 2 years						Recommended if working with these learners
Trauma-Informed Practice	CPD	Every 2 years						Supports SEMH and safeguarding concerns
Mental Health (e.g. SMHL)	CPD/Accredited	Ongoing / Refresh as required						Especially if acting as a Mental Health Lead
Coaching & Mentoring Skills	CPD	Every 2–3 years						Supports engagement with CYP and families
SEND Code of Practice Updates	CPD / Briefings	Ongoing						Track legal and policy changes