



# Training Policy

## 22 Music Academy

### 1. Introduction

22 Music Academy is committed to fostering a culture of continuous learning and professional development. This policy sets out the framework for staff training and development, ensuring compliance with UK employment law and promoting educational excellence.

### 2. Purpose

The purpose of this policy is to:

- Ensure all staff have access to appropriate training and development opportunities
- Promote high standards of teaching, learning, and administration
- Fulfil legal obligations under UK employment law, including the Equality Act 2010, Health and Safety at Work Act 1974, and relevant safeguarding requirements

### 3. Scope

This policy applies to all employees of 22 Music Academy, including teaching and non-teaching staff, whether full-time, part-time, permanent, or temporary.



## 4. Policy Principles

1. Equality and Diversity
2. All training opportunities will be provided in line with the Equality Act 2010. No employee will be discriminated against based on protected characteristics. Reasonable adjustments will be made to accommodate staff with disabilities.
3. Legal Compliance
4. The Academy will ensure that all statutory training is delivered, such as safeguarding (in line with Keeping Children Safe in Education), health and safety, and data protection.
5. Continuous Professional Development (CPD)
6. Staff are encouraged and supported to engage in ongoing professional development, including music pedagogy, educational technology, and subject-specific workshops.
7. Induction and Mandatory Training
8. All new staff will receive a comprehensive induction, including training on safeguarding, health and safety, and Academy policies. Refresher training will be provided at least annually or as required by law.
9. Staff Consultation
10. Employees will be consulted regarding their training needs during annual appraisals and performance reviews. Staff are encouraged to propose training relevant to their roles.
11. Recording and Evaluation
12. Training attendance and outcomes will be recorded. The effectiveness of training will be evaluated to ensure it meets both individual and organisational needs.



## 5. Roles and Responsibilities

- Management: To identify training needs, allocate resources, and ensure compliance with legal requirements.
- Employees: To participate in training, apply learning to their roles, and communicate further development needs.
- HR/Training Coordinator: To organise training sessions, maintain records, and monitor legal compliance.

## 6. Training Areas

- Safeguarding and Child Protection
- Health and Safety
- Equality, Diversity and Inclusion
- Music Pedagogy and Subject-Specific Training
- IT and Digital Skills
- First Aid
- Data Protection (GDPR)

## 7. Access to Training

Staff will be provided with reasonable time during working hours to attend required training. Where external training is necessary, the Academy will cover costs in accordance with its budget and training priorities.



## 8. Monitoring and Review

This policy will be reviewed annually or in response to changes in legislation or educational standards. Feedback from staff will be sought to ensure continuous improvement.

## 9. Legal Framework

This policy is underpinned by the following UK employment laws and statutory guidance:

- Equality Act 2010
- Health and Safety at Work Act 1974
- Employment Rights Act 1996
- Data Protection Act 2018 (GDPR)
- Keeping Children Safe in Education (latest statutory guidance)

## 10. Policy Approval and Communication

This policy is approved by the Academy's governing body and is communicated to all staff as part of their induction and ongoing professional development programme.