

LAWRENCE HOUSE SUPPORTED ACCOMMODATION

Staff Development and Training Policy

Hinckley Homeless Group is committed to employing appropriately trained staff, and to ensuring that continuing staff training is provided to ensure the effective operation of Lawrence House, and the appropriate personal development of staff to meet the project's needs.

The annual personal development and performance review, conducted for each member of staff, identifies any training needs of the individual. The overall training needs are considered by the Management Committee / House Committee following the reviews. HHG has an annual staff training budget, which is reviewed annually as part of the budget setting process. Providing training and development opportunities to meet needs identified in the reviews will be managed by the Project Manager / House Committee, taking account of the available budget, and the paramount need for appropriate staffing at Lawrence House at any time.

It is the policy of Hinckley Homeless Group to ensure that all staff are fully inducted to Lawrence House via the Staff Induction Manual.

The Management Committee is responsible for ensuring that the Staff Development and Training Policy is subject to full review on a regular basis, not to exceed a period of 5 years.