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POLICY TEMPLATE · CHILDREN'S HOMES

Staff Employment Policy

Induction, probation, supervision, appraisal and training (Reg 33)

- Three-stage induction with sign-off
- Probation reviews
- Supervision agreement and record
- Annual appraisal form
- Training matrix and workforce plan



Your training and development plan for the registration visit

FREE SAMPLE

Staff Employment Policy

What's in the full version

- **Staff employment policy**
- **Induction programme and sign-off.**
- **Probation review form.**
- **Supervision agreement and session record.**
- **Annual appraisal form.**
- **Training matrix and workforce plan.**

Pages in this sample

– Staff Employment Policy (first page)
– Staff Employment Policy (page 2)

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Staff Employment: Induction, Probation, Supervision and Appraisal

How we induct, support, supervise and develop staff under regulation 33

DOCUMENT CONTROL

Organisation	[Organisation name]
Home	[Home name and address]
Setting type	Children's home (England)
Document title	Staff employment policy: induction, probation, supervision, appraisal and training (regulation 33)
Version	[1.0]
Approved by	[Name and role — Registered Manager / Responsible Individual]
Date approved	[DD/MM/YYYY]
Next review date	[DD/MM/YYYY — at least annually, and after any significant change]
Day-to-day owner	[Registered Manager — name]
Related documents	[Safer recruitment policy]; [Disciplinary procedure]; [Speaking up (whistleblowing) policy]; [Workforce plan]; [Statement of purpose (Schedule 1 paras 19–20)]; [Training and development plan]

How to use this template: This is an editable policy template, not a finished document, and it is not legal advice. Replace every item in [square brackets] with your own details. Set the timescales in [brackets] to what you can actually deliver, and make the supervision arrangements match your statement of purpose (Schedule 1 para 20). Ofsted asks for your training and development plan, including induction and supervision arrangements, at the registration visit; Appendix E can be that plan. Have the registered person approve it before use. Delete every shaded guidance box (including this one) before you issue it. The Sources section at the end lists the public materials this template was written from, which were checked in November 2026. Always confirm that those materials are still current before you rely on them.

What's in this policy

- 1 Purpose and scope
- 2 Who does what
- 3 The law and guidance
- 4 Job descriptions
- 5 Induction
- 6 Probation
- 7 Supervision
- 8 Annual appraisal
- 9 Training, qualifications and CPD
- 10 Agency and bank staff
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- 13 Records
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- Appendix A Induction programme and sign-off
- Appendix B Probation review
- Appendix C Supervision agreement and record

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- Appendix D Annual appraisal
- Appendix E Training matrix and workforce plan
- Sources used in preparing this template

1 Purpose and scope

This policy sets out how [Organisation name] makes sure every member of staff knows their role, is properly inducted, is supervised and appraised, and keeps learning, so that children are cared for by skilled, confident and well-supported adults. It applies to all employees, including the Registered Manager, and, where stated, to bank and agency staff.

2 Who does what

Role	Name, phone, email
Registered Manager	[Name] — owns this policy; supervises the deputy / senior staff; signs off inductions and probation
Deputy / senior residential workers	[Names] — supervise allocated staff
Responsible Individual	[Name] — supervises and appraises the Registered Manager
External / clinical supervisor (if used)	[Name, role]
Training lead / administrator	[Name] — keeps the training matrix

3 The law and guidance

- **Regulation 33(1).** Every employee completes an appropriate induction; every permanent appointment is subject to satisfactory completion of a period of probation; every employee has a job description.
- **Regulation 33(4).** All employees undertake appropriate continuing professional development, receive practice-related supervision from a person with appropriate experience, and have their performance and fitness to perform their role appraised at least once every year.
- **Regulation 13(2)(c)–(e).** Staff have the experience, qualifications and skills to meet each child's needs; there are enough staff; the workforce gives continuity of care.
- **Regulation 11(2)(a)(x).** Staff are given supervision and support to help them understand and manage their own feelings and responses to children's behaviour.
- **Regulations 32(4)–(6) and 28(2)–(3).** Level 3 Diploma for care staff within 2 years; Level 5 Diploma for the manager within 3 years.
- **The Guide.** 8.15 (supervision helps staff reflect on their feelings), 10.8 (workforce plan: induction, probation, core training, poor performance, supervision), 10.9 (whistleblowing through induction), 10.12–10.13 (qualifications), 10.16–10.17 (agency staff), 10.21 (shift leaders complete induction), 13.1–13.5 (supervision records and annual appraisal).
- **Ofsted registration visit.** A training and development plan covering staff induction and supervision arrangements (Apply to register a children's home, updated 10 July 2026).

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