

DAWAT E ISLAMI UK



TRAINING POLICY

Prepared by: Dr Zeerak Nasim

Status of Policy: Final

Ratified by: Trustees

Implementation Date: Jul 2019

Review Date: Jul 2020

Legal obligation

Dawat e Islami UK recognises its duty towards training of the volunteers and employees to safeguard everyone who enters our premises. A schedule of training has been developed to ensure all of our staff and volunteers have up to date information. We have set up an appraisal process for our employees, which helps us to meet the training requirements.

Training Portal

We have invested in an online portal called People HR. All of our employees training data is managed through this system. Our training team monitors compliance with the training schedule and sends alerts to the staff members and their line managers 6 weeks before a course is about to expire.

Appraisal System

Dawat e Islami has an appraisal policy and each employee has an annual appraisal. Full details of this are available in our appraisal policy. Completion of training is a core competency. If an employee has failed to complete the mandatory training, they will be given 4 weeks to complete the required training. If not, then appropriate disciplinary action is taken against that employee. Disciplinary action may include verbal warning, a written warning or a dismissal.

Schedule of training

Most of the courses are completed online via the Me Learning portal. All of the training courses are CPD certified. Each member of staff is enrolled on the course as per their role within the organisation. Once a course is completed, training team will upload the certificate on People HR and set the alert for refresher training (6 weeks before the expiry date).

In addition to this, face to face training is delivered for Fire Marshal and First Aid Courses. The following table outlines the courses that our employees must complete alongside timescale for refresher training.

| No | Course | Staff Role | Refreshed |
|----|---------------------------------------|--|-----------------|
| 1 | Safeguarding Children (Level 1 & 2) | All staff | Annually |
| 2 | Cultural Awareness in Safeguarding | Safeguarding Leads, Senior Management | Annually |
| 3 | Honour based violence | Safeguarding leads, Senior Management, Imams, teachers | Annually |
| 4 | Female Genital Mutilation | Safeguarding leads, Senior Management, teachers | Every two years |
| 5 | Bullying and Cyber bullying | All staff | Every Two years |
| 6 | Safer Recruitment | HR team, Senior Management, Safeguarding leads | Annually |
| 7 | Prevent Duty | All Staff | Annually |
| 8 | GDPR | All Staff | Annually |
| 9 | Fire Safety Awareness | Selected staff per building | Annually |
| 10 | First Aid | Selected staff per building | Annually |
| 11 | Managing Teams | Management roles | Annually |
| 12 | Stress in workplace | All Staff | Annually |
| 13 | Working at Height | Caretakers, Donation staff | Every Two years |
| 14 | Working with Display Screen Equipment | All Office based staff | Every Two years |
| 15 | COSHH | Caretakers | Annually |
| 16 | Medication Awareness | Teachers | Annually |
| 17 | Understanding Child Development | Teachers | Annually |
| 18 | Manual Handling | Caretakers | Every Two years |
| 19 | People Skills | All Staff | Annually |
| 20 | Gang and youth violence | Imams, teachers, | Annually |

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|----|--|------------------|----------|
| | | Management roles | |
| 21 | Equality and Diversity | HR Team | Annually |
| 22 | Handling violence and aggression at work | All Staff | Annually |

Review of training Schedule

This training schedule is reviewed on annual basis by the training department to ensure we comply with any new guidelines issued by the authorities.