



## SISPP CU04 SEN Policy

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***Shrewsbury International School Phnom Penh is committed to providing outstanding care and education to its pupils and to safeguarding and promoting the welfare of children and young people.***

It is recognised that a commitment to supporting Continuing Professional Development (CPD) is crucial in order to recruit and retain the calibre of faculty and support staff necessary to deliver a premium educational provision.

At SISPP funding and cover if required will be made available to colleagues who access courses that bring benefit to the school and to the individuals.

Efforts will be made to ensure as much training as possible takes place internally or locally, in collaboration with other international schools (for example). Online training is preferred to in-person training due to cost and environmental reasons. However, it is recognised that some travel is necessary in order to ensure the school maintains the qualifications and skill levels within the staff body expected in a Shrewsbury School.

### **1a) Mandatory training - routine**

- provided free of charge by the school

#### **Early Years: Continuing Professional Development & Training Matrix, 2022-2023**

##### **Prerequisites**

<b>Training Need</b>	<b>Reasoning</b>	<b>Who to Train</b>	<b>Training Provider</b>	<b>Renewal Frequency</b>
Safeguarding Level 1	Essential Safeguarding	All Staff	Educare	Every 2 years
Safeguarding Induction	Essential Safeguarding	All Incoming Staff	In house	-
Safeguarding Refresher	Essential Safeguarding	All Returning Staff	In house	Yearly
Safeguarding Level 3	Essential Safeguarding	DSL and DDSL	COBIS / The Safeguarding Alliance	Every 2 years
First Aid	Health and Safety	Selected Academic and Admin Staff	Cambodian Red Cross	Every 2 years
iSAMS Induction	School Management System requirements	All Incoming Staff	In house	-
GDPR	Data Protection	All Staff	In house	Yearly
Emergency Procedures	Health and Safety	All Staff	In house	Yearly
Online Safety	Safeguarding	All Staff	(To locate)	Every 2 years

### In 2022/3 Academic Year

Training Need	Reasoning	Who to Train	Training Provider	Date for Training
Self-Regulation	Curriculum requirements	EY Academic Staff	Early Excellence	May 2023
Gender Gap (Boys)	Attainment data trend	EY Academic Staff	Early Excellence	May 2023
Role of the TA	Upskilling our TAs	EY TAs	In house	Ongoing in 2022/3
Quality Interactions	Upskilling all EY staff	EY Academic Staff	In house	Ongoing in 2022/3
Planning in the Moment	Upskilling all EY staff	EY Academic Staff	In house	Ongoing in 2022/3
iSAMS Module Training: Pupil Manager	School Management System requirements	All Staff	iUniversity	Term 3
iSAMS Module Training: Registration Manager	School Management System requirements	Receptionists	iUniversity	Term 3
iSAMS Module Training: HR Manager	School Management System requirements	HR Team	iUniversity	Term 3
iSAMS Module Training: Admissions Manager	School Management System requirements	Admissions Team and SLT	iUniversity	Term 3

### **1b) Mandatory training - periodic**

- provided free of charge by the school on a periodic basis depending on the availability of courses or the staff need.

Eg.

COBIS Teaching Assistant courses (three/four staff members,  
ISAMS 'University'

### **2) Awarding of subsidy from school CPD budget on a case-by-case basis.**

Staff members (faculty and support staff) may apply for:

- a) time-off work or/and
- b) funding support

from school in order to access training and educational courses that are not provided by the school as part of 1a or 1b above.

Staff may apply for funding for courses (including costs relating to application, tuition, travel, accommodation and any other reasonable costs).

#### **Criteria:**

For making judgements, criteria include:

- Overall cost of course
- Relevance of course to the colleague's role in school or other school development priorities.
- Duration of employment already at SISPP and length of time remaining on contract (if FDC).

#### **Outcomes:**

- Time off work may be awarded as paid or unpaid (or a combination of the two), or, denied.
- Subsidy for costs of course, 10 to 100% or denied. 20-25% is the most common award in mechanisms such as this.

**Conditions:**

- Staff may apply for funding for courses (including costs relating to application, tuition, travel, accommodation and any other reasonable costs).
- Applications will not be accepted from staff in their probationary period unless in exceptional circumstances, and as a rule generally not awarded in the first year of employment.
- Paid in parts after receipt of payment for each section and proof of completion of each module.
- Staff in receipt of subsidy finding or time off work may be asked to feedback or 'cascade' relevant skills, knowledge and experiences to their department or equivalent.
- Should a staff member receive subsidy from the school for CPD and resign / break contract, the school reserves the right to claim these funds back (in part or in full depending on the cost and circumstances of leaving).

Those responsible for managing the applications should look to support a variety of CPD across areas of school provision.

Application form available from Principal.

Decisions to be made and communicated within two weeks of application.

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Please also refer to documents:

- SFG01 (SISPP Safeguarding Policy)
- CU01 Early Years Policy & Procedures (Staff Handbook)