

Training, Monitoring and Supervision Policy

The Manager and Volunteer Supervisors / Child Placement Co-ordinators for Time 4 Children will monitor and supervise all trainee and trained volunteer practitioners in order to maintain best practice.

The training of volunteer practitioners shall include an Official Safeguarding Children / Child Protection Course sought by the Management Team and shall be provided by an official body either, West Sussex Local Safeguarding Children Board or the NSPCC. Training of practitioners shall include Home Office Prevent and FGM.

The Management Team shall ensure that all trainee practitioners understand:

- The types of abuse.
- The Safeguarding / Child Protection Policy and Procedures for T4C.
- Agree to adhere to the Code of Behaviour and Appropriate Conduct policies for T4C.
- Agree to be vigilant and responsive.
- Agree they are to report any concerns of abuse or suspected abuse immediately to the Designated Safeguarding Officer for Time 4 Children.

A signature shall be required by all trainees to say they have read, understood and agree to adhere to the Safeguarding Children / Child Protection Policy and Procedures, Code of Behaviour, Appropriate Conduct, Confidentiality policies and procedures for T4C (Agreement Form). All volunteers / staff will be DBS cleared and have the right to work in the UK.

Individual & group supervisions will be put in place to ensure volunteer practitioners are supported in their decision making and mental health. Individual support provided weekly in response to volunteer practitioners weekly child reports. Support can also be by telephone or face to face.

Monitoring of all volunteer practitioners shall be undertaken by Management.

Evaluations of all volunteer practitioners and discussions on Safeguarding Children / Child Protection shall be implemented through regular one-to-one support to establish training needs and personal support requirements in mental health. All volunteer practitioners shall be encouraged to ask questions and talk to the Designated Safeguarding Officers for T4C including any concerns relating to different cultural patterns within society.

One-to-one monitoring support will be provided weekly by way of monitoring both children's progress and volunteer practitioners practice. This will be done on-line / by phone in response to all weekly observation notes provided by volunteers.

Revised date: September 2025

To be reviewed: September 2026

Registered Charity Number: 1111837

When trained, all volunteer practitioners shall be required to undertake refresher workshops in all Safeguarding Children procedures, Non-Directive Play Techniques and Reflective Listening.

Volunteer practitioners and workers, who have trained to be practitioners for T4C, shall only be allowed to practice Non-Directive Play Techniques and Reflective Listening to children or young people through T4C.

All placements of children with volunteer practitioners (whether voluntary or paid) shall be arranged through the Management Team for T4C. Under **NO** circumstances shall any volunteer practitioner, (whether voluntary or paid) take this role upon themselves.

