

# STAFF DEVELOPMENT POLICY AND EMPLOYMENT PRACTICES

Staff Development and Employment Practices  
Company  
September 2010

All Saints Community Development

All Saints Centre Company  
All Saints Parish Church

All Saints Trading

## **Staff Development Policy and Employment Practices**

This policy applies to all staff employed by All Saints Community Development Company, All Saints Centre Company, All Saints Parish Church and All Saints Trading (All Saints).

All Saints is striving to be a good employer and believes that the care and development of its staff is a fundamental principle of good management and our Christian ethos.

All employees should be treated fairly and equally in employment, training and opportunities for promotion as in the Equal Opportunities policy

Staff should be treated in a positive, supportive way, good staff are our biggest asset

If there are issues with employees who cannot fulfil their role this should be addressed, initially through supervision and training, and not ignored.

All Saints will not allow the bullying of staff managers/ supervisors/ management or committee or Board/PCC members.

All funding applications should take into account managerial/supervision and training costs.

All Staff should have a named line-manager who will also be their supervisor.

### **Induction**

All staff will receive an induction appropriate to their role  
At induction staff should receive the Employee's Handbook and all relevant policies and guidelines.

### **Probationary period**

All staff will have a probationary period of 3 months. During that time they will receive supervision to support them in their new role. Any issues and problems will be clearly pointed out and recorded. If the probationary period is not completed satisfactorily the employee will be clearly informed why. The probationary period can be extended to 6 months in special circumstances. If the probationary period is not satisfactory then the employee will be given notice

## **Supervision**

All Staff will have a named supervisor. This should be someone who understands the importance of and practice of supervision and they should have access to training/support to carry out this role. Supervision will be given on a regular basis and at times appropriate to the role. A full time worker should receive at least 1 hours supervision per month. Supervision meetings should be recorded and the notes kept in the employee's file.

Supervision should cover

- Employee's successes
- Employee's needs to improve
- Meeting of any targets or budget requirements
- Employee's support needs
- Any training needs for the individual/organisation
- Any concerns on both sides

Any issues around disciplinary matters should be recorded accurately.

## **Team Meetings**

Regular team meetings should take place within divisions.

## **Support**

Staff should receive support through supervision. If extra personal support is seen as appropriate non line managerial support can be offered but the cost of this should be according to budgetary constraints

## **Clinical supervision**

Staff taking on counselling roles should receive clinical supervision as prescribed through professional guidance. This should be provided by an appropriate person, who may be the manager/supervisor. If so then this should be separate to the supervision sessions. Any funding applied for to support counselling services should include a budget for clinical supervision.

## **Training**

Staff should have access to appropriate training to enhance their skills and develop their practice in order to carry out their role for the organisation. This training will only be available within budgetary constraints.

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Any costs for training should be agreed by appropriate Boards/PCC.  
Opportunities for free training should be accessed as much as possible.  
If the training is mandatory for the job then this should be done in work's time.  
Part time workers should receive extra payment to attend  
If it is not mandatory for the job then workers may be asked to attend in their own time and they have the right to refuse.  
All staff working with children and young people should receive safeguarding/child protection training.  
All staff preparing food should have food handling training.  
Other mandatory training may be needed in different divisions. This should be organised by the designated manager.  
Services should not close for staff training except in exceptional circumstances.  
All staff should have equal access to training in relation to their job needs and hours.  
All training should be recorded in staff's individual file.

Staff wishing for support for qualifying courses, either financial or time, should apply to the appropriate Board/PCC through their supervisor. It is unlikely that the full costs or time requirements would be given.  
We cannot support staff who wish to attend training that is not a requirement of their job role

If there are problems with a member of staff's work performance then training may be offered to help. This should be recorded.

### **Appraisals**

All staff should receive an annual appraisal with their supervisor. This should be recorded. (See Appendix)

### **Salaries**

All Saints is committed to paying the living wage and no employee of All Saints will be paid less than this hourly rate (rate at Sep 2010 is £7.12 an hour)

All Saints pays its salaries through Birmingham Diocese.

All salaries should be set with reference to equivalent jobs in the local area and on site (information for this is available from Job Centre Plus).

Cost of living rises should be only given in line with professional agreements and within budgetary constraints.

Incremental rises should only be given in response to professional agreements and levels and as a result of a positive appraisal and within budgetary constraints.

All pay rates and rises must go through the appropriate Boards/PCC and they should take into account the situation across all employees on site.

Staff salaries are confidential information and should only be discussed in meetings.

Any discussion about salaries cannot take place with employees present and should be reserved business.

All fundraising should try to include salary rise, if this is allowed.

### **New jobs and promotion**

All new jobs and opportunities on site should be advertised across all employees, volunteers and congregation.

Any opportunities for promotion or extra hours should be offered to any employees with appropriate skills and knowledge.

**Staff Appraisal Form**

*The manager and staff member should each fill in their own copy of this form in advance of the interview up to and including section F. At the interview a further copy should be fully completed and signed, that reflects the views of both parties. Both parties should have copies of the final outcome. The manager’s copy should be kept in the employee’s file.*

**Name**.....

**Job title**.....  
.....

**A. Key tasks**

I. What are the key tasks of the job?

II. What has been done well and how?

III. What has been problematic/difficult and why?

IV. What solutions could there be to these?

**B. Staff member's Objectives**

I. What were the key objectives for the staff member during the last 12 months?

II. Which were achieved and how?

III. Which were not achieved and why?

IV. What are the key objectives for the next 12 months?

**C. Organisation Objectives**

- I. How does the staff member contribute to the organisation's objectives?
  
  
  
  
  
  
  
  
  
  
- II. What improvements can the staff member suggest for the organisation and what could their contribution be to these?

**D. Job Description**

Are there any changes needed in the job description?

**E. Training and Development Needs**

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I. What are the job related training needs for the next 12 months?

II. What other job or career issues are there?

**F. Any Other Matters**

**G. Summary of Any Actions to be Taken, by Whom and in a Time Frame**

**Signed (line manager).....**  
**date.....**

**Signed (staff member)**  
**.....date.....**