



## Children's Home Workforce Development Plan 2025–2026

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### *1. Introduction*

Brighter Days Residential Ltd is committed to providing a nurturing, safe, and therapeutic environment for children and young people. Central to this commitment is the development and support of a skilled, compassionate, and knowledgeable workforce. This Workforce Development Plan outlines our strategy for recruiting, training, supporting, and retaining staff who can meet the diverse needs of the young people in our care.

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### *2. Vision and Objectives*

#### **Our Vision:**

To develop a confident, competent, and motivated workforce that delivers outstanding care and positive outcomes for every child.

#### **Objectives:**

- Recruit and retain high-quality staff.
- Ensure all staff have access to relevant, timely training.
- Promote reflective practice and continuous professional development.

- Align workforce development with regulatory standards (Ofsted, Children’s Homes Regulations 2015).
- Develop leadership at all levels.

### 3. Workforce Profile (As of June 2025)

Role	Number of Staff	Qualifications	Notes
Registered Manager	1	Level 6	RM currently has a Bachelor’s degree in social work
Deputy Manager	1	Level 5	DM current has a L5 Diploma
Senior support staff	1	Level 3	To obtain a minimum of a L3 diploma
Residential Support Staff	5	Mixed (L3+)	Some new starters completing L3
Relief/Bank Staff	3	Variable	All receive core mandatory training
Maintenance man	1	Variable	receive core mandatory training

### 4. Recruitment and Retention Strategy

- Use values-based recruitment techniques.
- Ensure safer recruitment practices (DBS, reference checks, probation).
- Promote clear career pathways and internal progression.
- Offer competitive salaries and flexible working where possible.
- Conduct regular staff satisfaction surveys and exit interviews.

### 5. Induction and Mandatory Training

All new staff complete a structured induction programme including:

- **See attached training matrix**

**Target:** 100% of staff complete core induction within 12 weeks.

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## *6. Qualifications and CPD*

- All care staff must achieve the **Level 3 Diploma in Residential Childcare** within 2 years of appointment.
- Managers must hold or work towards the **Level 5 Diploma in Leadership and Management**.
- Offer access to further CPD including:
  - Mental Health First Aid
  - Neurodiversity Awareness
  - LGBTQ+ Inclusion
  - Reflective Practice Workshops
  - Advanced safeguarding courses

**Target:** 100% of eligible staff enrolled on relevant qualification pathways.

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## *7. Supervision and Appraisal*

- **Supervision:** Monthly 1:1 supervision to support development, reflect on practice, and manage wellbeing.
  - **Probation Reviews:** to be undertaken monthly
  - **Annual Appraisal:** With six-month review, including personal development goals.
  - Promote peer support and team reflection sessions.
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## *8. Leadership Development*

- Identify future leaders and offer tailored development plans.
- Provide mentoring opportunities and step-up roles (e.g., Acting Deputy).
- Facilitate leadership training and external management qualifications.

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### 9. Monitoring and Evaluation

- Track all training via workforce development matrix.
- Annual training needs analysis.
- Internal audits of staff files for compliance.
- Feedback from staff and young people informs development priorities.

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### 10. Priorities for 2025–2026

<b>Priority</b>	<b>Action</b>	<b>Timeline</b>
Ensure all staff complete L3 diploma	Track and support enrolments	By Dec 2025
Introduce reflective practice groups	Monthly sessions facilitated by seniors	From July 2025
Develop leadership programme	Identify future leaders and mentors	By Sept 2025
Improve staff wellbeing support	Launch wellbeing programme and check-ins	Ongoing
Increase training in neurodiversity	Roll out CPD across the workforce	By Nov 2025

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### 11. Review

This Workforce Development Plan will be reviewed annually in consultation with the Registered Manager, staff team, and directors. Progress will be evaluated against set objectives and updated as needed.

 **Brighter Days Residential Ltd – Staff Training Matrix**

= Required

= Not typically required (but optional/beneficial)

Training Course	Registered Manager	Deputy Manager	Senior Support Worker	Support Worker	Maintenance Person	Frequency
Safeguarding Children	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Safeguarding children awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
First Aid (Paediatric or Emergency)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 3 years (or as per cert)
Fire Safety Awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Fire extinguisher use	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Health and Safety Awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Health and Safety Responsibilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Medication Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Medication Awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Food Hygiene L2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 3 years
Food safety awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Infection Prevention	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Managing Infection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Manual Handling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months

Training Course	Registered Manager	Deputy Manager	Senior Support Worker	Support Worker	Maintenance Person	Frequency
Physical Intervention (Team Teach)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months (or per provider)
Behaviour Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Trauma-Informed Practice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Adverse Childhood Experiences (ACE)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 2 years
Safeguarding & Supporting LGBTQ+ YP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 2 years
Equality, Diversity & Inclusion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
PREVENT & Radicalisation Awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 2 years
County Lines / CSE / Missing YP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Record Keeping / Report Writing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Understanding GDPR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Mental Health Awareness (YP focused)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Suicide & Self-Harm Prevention	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
How to deliver Effective supervision	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Every 2 years
Leadership & Management (Level 5/4)	<input checked="" type="checkbox"/> (L5)	<input checked="" type="checkbox"/> (L5/3)	<input checked="" type="checkbox"/> (L3/5 if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	Ongoing / Qualification-based

Training Course	Registered Manager	Deputy Manager	Senior Support Worker	Support Worker	Maintenance Person	Frequency
Induction (Children's Homes Regs)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Upon employment (within 6 months)
Children's Home Regs & Quality Standards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Whistleblowing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
COSHH Awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Legionella Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Every 2 years
Working at Heights / Ladder Safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Every 2 years
Safe Use of Tools / PAT Awareness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Every 2 years
When to be assertive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Cyber Security Best practice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Effective communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Mental Health awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Neurodiversity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Resilience	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Modern Slavery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Display Screen equipment (DSE)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Risk assessment.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Deprivation of liberty Awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months

Training Course	Registered Manager	Deputy Manager	Senior Support Worker	Support Worker	Maintenance Person	Frequency
Managing stress at work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Lone working	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Handling Violence and aggression	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
First aid awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Driving for business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Fluid and Nutrition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Duty of Candor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Disability awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Working in a person centre way.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Awareness of Mental Health Dementia and LD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Social Media and Apps Parent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months
Disclosure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Challenging Behaviour	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
ADHD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Every 12 months
Screen Time in Teenagers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Every 12 months



