



Training & Development Policy

Last Updated: April 2026

Training and Development

Purpose of this policy

This policy outlines MENT4's approach to training, learning and development. It is designed to ensure that all staff, mentors and volunteers are equipped with the knowledge, skills and support needed to carry out their roles safely, confidently and effectively.

MENT4 recognises that strong staff development leads to better outcomes for young people. We aim to create a culture of continuous learning, reflection and growth.

Our approach

MENT4 is committed to supporting team members to develop both professionally and personally.

This includes:

- building confidence and capability in role
- strengthening mentoring and youth work practice
- supporting safeguarding awareness and responsibility
- developing leadership and communication skills
- creating space for reflection and learning
- encouraging growth over time

Training and development is not limited to formal sessions. It also happens through supervision, experience, feedback and day to day practice.

Induction

All new staff, mentors and volunteers should receive an induction appropriate to their role.

Induction may include:

- introduction to MENT4's mission, values and ways of working
- safeguarding and child protection training
- professional boundaries and code of conduct
- role specific responsibilities
- health and safety awareness
- data protection and confidentiality
- introduction to systems, processes and key contacts

Staff are expected to engage fully with induction and complete any required training before or during the early stages of their role.#

Mandatory training

Certain training may be required for all staff or specific roles. This may include:

- safeguarding and child protection
- professional boundaries and working with young people
- health and safety
- data protection
- equality, diversity and inclusion
- mental health awareness or first aid
- programme specific training

Staff must complete any mandatory training within the required timeframe and may be asked to refresh this training periodically.

Ongoing development

MENT4 encourages ongoing development throughout a team member's time with the organisation.

This may include:

- attending training sessions or workshops
- participating in team learning sessions
- supervision and reflective practice

- shadowing colleagues or programme delivery
- feedback and performance discussions
- learning from real life mentoring experiences
- developing specific skills linked to your role

Line managers may support staff in identifying development needs and opportunities.

Supervision and reflective practice

Supervision is a key part of development at MENT4, especially for mentors and staff working directly with young people.

Supervision may include:

- reflecting on work with young people
- discussing challenges and progress
- reviewing safeguarding concerns
- exploring boundaries and decision making
- identifying learning points
- receiving guidance and support

Staff are expected to attend supervision and engage honestly in reflective practice.

External training

In some cases, MENT4 may support staff to attend external training or development opportunities.

This may depend on:

- relevance to the role
- organisational priorities
- available funding
- timing and availability
- expected benefit to MENT4 and young people

Any external training should be agreed in advance with a line manager.

Personal responsibility

While MENT4 provides support and opportunities for development, staff are also expected to take responsibility for their own learning. This includes:

- engaging with training and supervision
- being open to feedback
- asking questions when unsure
- seeking support when needed
- reflecting on practice
- applying learning to day to day work

Recording training

MENT4 may keep records of training completed by staff, including induction, safeguarding training and other relevant development.

Staff may be asked to provide evidence of completed training where appropriate.

Failure to complete required training

Failure to complete mandatory training or engage with required development may affect a staff member's ability to carry out their role safely and effectively.

This may be addressed through supervision, performance management or, in serious cases, disciplinary procedures.

Final note

MENT4's work relies on skilled, reflective and well supported staff. Training and development are essential to maintaining safe practice, strong mentoring relationships and high quality delivery.

When staff are supported to grow, young people receive better, more consistent and more impactful support.

This document has been approved by:

Luke Peters
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A handwritten signature in grey ink, appearing to be "L. Peters".

Helping young people discover what they are MENT4

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