

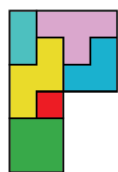
**Early Years Assessment Centre**  
Eastmoor Road  
Eastmoor  
WF1 3SQ

**Spinney Centre**  
Common Road  
South Kirkby  
WF9 3EA

**Forest Wood Centre**  
Painthorpe Lane  
Crigglestone  
WF4 3HW

**Thornes Centre**  
Lawfield Lane  
Wakefield  
WF2 8ST

**Pinderfields  
Hospital PRU**  
01924 298351



**Hospital tuition**  
Children's Ward  
Pinderfields Hospital  
Wakefield WF1 4DG  
01924 541947

**Woodlands Centre**  
College Grove  
Castleford  
WF10 5NS

**Limes Centre**  
Long Causeway  
Stanley  
WF3 4JB

**Wrenthorpe Centre**  
Imperial Avenue  
Wrenthorpe  
WF2 0LW

## CPD Policy 2025-26

Chair of Management Committee  
Signed

### MISSION STATEMENT

At Pinderfields Hospital PRU we will:

- Encourage honesty, respect and trust
- Exercise discipline and self-control
- Feel safe, secure and happy in the school environment
- Develop our confidence and self-image to allow us to achieve our potential
- Ensure everyone is important and valued
- Promote healthy lifestyles
- Encourage understanding and acceptance of individual needs
- Offer continued support for a smooth transition to the next provision



Quality of Teaching = Good

**OFSTED 2023 Overall Judgment = GOOD**  
Leadership & Management = Outstanding  
Behaviour & Safety of Pupils = Outstanding  
Achievement of Pupils = Good

<b>Contents:</b>	Aim
	Objectives
	Key
	features
	Protocol

### **Aim**

Continuing Professional Development (CPD) is a range of learning activities through which **all** our staff are able to maintain and develop their capacity to practice safely, effectively and legally.

CPD is the way our staff can continue to learn and develop throughout their careers so they keep their skills and knowledge up to date and are able to work safely, legally and effectively.

The CPD process helps staff to manage their own development on an ongoing basis. Its function is to help staff record, review and reflect on what they learn.

### **Objectives**

PHPRU Management Committee and SLT will endeavour to support all staff to continue in both their chosen areas of development and those identified in their staff appraisals.

### **Key Features**

CPD at PHPRU will:

- be a documented process
- be self-directed: driven by staff
- focus on learning from experience, reflective learning and review
- help staff set development goals and objectives
- include both formal and informal learning
- provide an overview of staff's professional development to date
- remind staff of their achievements and how far they have progressed
- direct staff's career and help them keep an eye on their goals
- uncover gaps in staff's skills and capabilities
- open up further development needs
- provide examples and scenarios for a CV or interview
- demonstrate staff's professional standing to clients and employers
- support staff with their career development or a possible career change

### **Protocol**

When a member of staff identifies a development need the requirement is to:

- source training required
- fill in CPD request form
- return form to assistant head teacher for approval, who will confirm acceptance or discuss reasons for refusal
- if approved, the business manager books the course, records it on the central CPD record and school calendar

- complete training
- complete evaluation form
- ensure impact of training is evident in practice
- add CPD and impact to appraisal record