

CARE TEMPLATES

Workforce Development Plan

Staffing sufficiency, competence, supervision and development framework

PURPOSE

A professional, editable master template for registered children's homes in England. Replace all square-bracketed prompts and adapt the document to the home, children, locality and provider arrangements.

Document reference	CT-WDP-01
Home / service	[INSERT HOME NAME]
Registered provider	[INSERT PROVIDER]
Registered manager	[INSERT NAME]
Responsible individual	[INSERT NAME]
Version	1.0
Effective date	[DD/MM/YYYY]
Review date	[DD/MM/YYYY]
Approved by	[NAME / ROLE]

IMPORTANT USE NOTE

This template supports professional practice but does not replace individual assessment, legal advice or management judgement. The registered person remains responsible for accuracy, consultation, implementation and review.

8. Mandatory and service-specific learning

Learning area	Who requires it	Frequency / renewal	Delivery / competence evidence	Gap / action
Safeguarding and child protection				
First aid				
Fire safety and evacuation				
Medication				
Food safety and allergens				
Health and safety / COSHH				
Positive behaviour support and restraint				
Missing from care				
CSE, CCE and county lines				
Self-harm and suicide awareness				
Online safety				
Equality, diversity and children's rights				
Trauma-informed / therapeutic care				
Autism, SEND and communication				
Record keeping and information governance				
Role-specific leadership and supervision				

16. Approval and review

Management evaluation Explain whether the workforce is sufficient and competent, key risks, progress since last review and priorities for the next period.

[ENTER DETAILS HERE]

Role	Name	Signature	Date
Registered Manager			
Responsible Individual			
Registered Provider representative			

Document control and revision history

Version	Date	Change made	Author / approver
1.0	[DD/MM/YYYY]	Initial issue	[NAME / ROLE]

Reference framework

- Children's Homes (England) Regulations 2015: regulations 13, 31, 32 and 33.
- Guide to the Children's Homes Regulations, including the leadership and management standard.
- Ofsted Social Care Common Inspection Framework: children's homes (current published version).
- Provider safer recruitment, supervision, learning and development policies.

REVIEW REMINDER

Check legislation, statutory guidance, local safeguarding arrangements and provider policies whenever this document is reviewed. Update local contacts and external data sources before approval.