



**Kaleidoscope South Hams Limited's Development Plan**

	Target date	Completed date
<p><b>Statement:</b> Recruiting the right staff: I will take account of potential employees' values, attitudes and behaviours when recruiting new staff  <b>1</b></p>		
<p><b>Task: 5</b> Involve people who need care and support, carers and staff in the design and delivery of the selection process</p>	30 Apr 2016	22 May 2016
<p><b>How will task be met:</b> People using services will be involved in interview process</p>		
<p><b>Statement:</b> Thorough induction: I will provide thorough induction for all new staff and for those changing job roles  <b>2</b></p>		
<p><b>Task: 3</b> Update staff job descriptions</p>	30 Jun 2016	
<p><b>How will task be met:</b> HR is updating job descriptions</p>		
<p><b>Task: 5</b> Monitor inductions to assess that they are appropriate and successful and provide documentary evidence that each worker agrees that such training has been received</p>	30 Apr 2016	23 May 2016
<p><b>How will task be met:</b> We will be using a Simple Solution to the Care Certificate. We will use a process of mentoring and have named 'Champions' who having completed the Care Certificate will mentor new workers.</p>		
<p><b>Statement:</b> Supporting skills: I will provide timely, appropriate and accessible education, learning and development opportunities to enable my employees to develop and strengthen their skills and knowledge  <b>3</b></p>		
<p><b>Task: 5</b> Arrange a training needs analysis for employees</p>	01 Jun 2016	01 Jun 2016
<p><b>How will task be met:</b> We will use an Excel sheet for each member of staffs training needs which will be summarised to show totals for training completed and outstanding.</p>		
<p><b>Statement:</b> Upholding standards: I will encourage everyone I employ to sign up to the Social Care Commitment and to commit to any codes, standards or registration systems applicable to their job role  <b>4</b></p>		
<p><b>Task: 2</b> Run information sessions for employees to inform them of any other codes, standards and registration systems applicable to their roles</p>	30 Jun 2016	
<p><b>How will task be met:</b> We will provide specific training around codes, standards etc and using external auditors. Information will also be shared at staff meetings supervisions etc.</p>		
<p><b>Statement:</b> Taking responsibility: I will take responsibility for the values, attitudes and behaviours that my employees display at work, including upholding and promoting equality, diversity and inclusion  <b>5</b></p>		
<p><b>Task: 1</b> Review current equal opportunities policies and agreed ways of working and amend where necessary</p>	30 Jun 2016	
<p><b>How will task be met:</b> We are currently reviewing all our policies and procedures including equal opportunities and agreed ways of working.</p>		
<p><b>Task: 5</b> Review current bullying and harassment policies and procedures</p>	30 Jun 2016	
<p><b>How will task be met:</b> We are currently reviewing all our policies and procedures including bullying and harassment.</p>		
<p><b>Statement:</b> Effective supervision: I will regularly monitor the skills and behaviour of everyone I employ, ensuring that feedback is encouraged from anyone they support or have direct contact with, including families and carers  <b>6</b></p>		
<p><b>Task: 1</b> Review how employees are supervised and assessed, amending processes where necessary</p>	01 Sep 2016	
<p><b>How will task be met:</b> We are working with an independent HR organisation and reviewing our processes.</p>		

**Task: 2** Provide effective training for supervisors

31 May 2016

23 May 2016

**How will** *Using external trainers for all senior employees.*

**task be  
met:**

**Statement:** Supporting staff: I will work to ensure a positive culture and working environment where all  
7 employees are supported to do what they've said they will as part of their Social Care  
Commitment

**Task: 3** Offer support and learning opportunities

30 Jun 2016

**How will** *Creating champions and mentors to support and encourage new support workers who are  
task be completing the care certificate training sharing good practice with other similar  
met: organisations.*