



Staff Training Overview 2026–2027

Academic year 2026–2027

Policy owner	Academic Director and Administration Director
Approval authority	Board of Governors
Status	Annual training overview
Effective date	1 September 2026
Next review date	1 September 2027

1 Purpose

English International School Baghdad (EISB) provides induction, annual refreshers and role specific professional development so staff can safeguard pupils, work safely and teach effectively. This overview describes the programme for the 2026–2027 academic year. It is read alongside the school’s safeguarding, safer recruitment, health and safety, data protection, behaviour and assessment policies.

The programme reflects the Standards for British Schools Overseas, relevant UK safeguarding guidance used by the school, and the laws and requirements of Iraq. Training is adapted to each employee’s role; completion records and evidence of impact are reviewed by school leaders.

2 Induction for all new staff

Before or at the start of work, every employee and regular volunteer receives an induction appropriate to their role. The line manager confirms understanding of safeguarding reporting routes, the identity of the Designated Safeguarding Lead (DSL), professional boundaries, allegations and whistleblowing, attendance and supervision, conduct, emergency procedures, data handling and online safety. Staff read the relevant current safeguarding guidance and school policies, with completion recorded. Late starters receive the same induction promptly and are supported until it is complete.

3 Annual core training for all staff

At the beginning of the academic year, and through updates during the year, staff complete training on child protection and safeguarding, including signs of abuse, reporting and recording concerns, peer on peer harm, online risks and the school’s local referral arrangements. Staff complete the National College child protection course and DfE Prevent training as specified by the school. They read the current Keeping Children Safe in Education guidance relevant to their role and acknowledge the school’s safeguarding procedures. The DSL provides updates whenever risks or guidance change.

All staff also receive training or briefings on the code of conduct, professional boundaries, anti bullying and behaviour procedures, inclusion, confidentiality and data protection, cyber security, fire and evacuation, and incident reporting. The Head of Logistics and Operations ensures that health and safety instructions, risk assessments and emergency roles are understood in practice.

4 Role specific training

The DSL and safeguarding deputies undertake advanced training, maintain knowledge of local referral pathways and support staff with case recording and information sharing. HR and members of recruitment panels receive safer recruitment training, including identity, qualification, reference and professional status checks and the Single Central Record. Staff assigned first aid, medical, laboratory, transport, trip, emergency or risk assessment duties receive the training required for those responsibilities.

Heads of School, Heads of Department and Key Stage Leaders receive training in supervision, safeguarding oversight, observation and feedback, behaviour and complaints handling. Staff who manage systems receive access control, incident response and secure records training. Duties are assigned only after the relevant training or supervised familiarisation has been completed.

5 Teaching and assessment development

Teachers participate in continuing professional development on curriculum planning, subject knowledge, effective explanation, formative assessment, differentiation, feedback, inclusive practice and classroom behaviour. Pearson Edexcel and other awarding body updates are shared with teachers and examinations staff where relevant. Moderation and standardisation support consistent judgments and reliable assessment.

Professional development is informed by school priorities, pupil outcomes, teacher reflection, lesson observation and department review. Coaching, peer observation and external courses are used where appropriate. Staff record the training completed and how it has informed classroom practice.

6 Schedule and evidence

Induction is completed on appointment. Core safeguarding and safety training is refreshed at least annually, with brief updates during the year. Role specific certification follows the applicable renewal period or any change in duties. Heads of School and line managers identify additional training needs and check that staff apply what they learn.

HR maintains a central training record showing the staff member, role, course or briefing, provider, date completed, evidence or acknowledgement, renewal date and any outstanding action. The DSL monitors safeguarding training; the Head of Logistics and Operations monitors health and safety training; the Academic Director monitors teaching development; and the Administration Director oversees completion across the school. Leaders report gaps and follow up promptly. The Board reviews assurance on training as part of its oversight.

7 Review

This overview is reviewed during the 2026–2027 academic year if safeguarding guidance, local requirements, school roles or risks change, and formally by 1 September 2027.