

## EMPLOYEE HANDBOOK

Welcome to our team. We would like to wish you every success during your employment whether you recently joined us or whether you are an existing employee. We hope that your experience of working here will be positive and rewarding.

This Handbook is designed both to introduce you to our organisation and to be of continuing use during your employment.

Please read through it carefully. As well as setting out our rules and regulations, it also contains information on some of the main employee benefits that may be available to you and the policies and procedures relating to your employment. If you require any clarification or additional information, please ask the Theatre & Programme Manager.

YATI is actively committed to a policy of Equal Opportunities in all aspects of our work, and we expect your support in implementing this. Discriminatory behaviour, harassment or victimisation in the course of your employment or in your dealings with our clients, suppliers, contract workers, members of the public or with fellow employees will result in disciplinary action.

General amendments to the Employee Handbook will be issued from time to time.

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## ABOUT US

*Theatre made by and for young people.*

YATI (Young Actors Theatre Islington) is a community of over 1000 young people who engage with Theatre through performance, education, and outreach.

### **Our vision:**

We want every young person in Islington to experience Theatre, made by and for them. We believe that finance should not be a barrier to education or participation. Whether pursuing the performing arts professionally, learning a new skill for enjoyment, or merely wanting to spend time with others, YATI provides high-quality, affordable opportunities to engage with Theatre.

### **What we do:**

We achieve this by offering over 60 hours of performing arts classes every week during term-time, and holiday courses that give our young people the chance to learn and perform. We keep our pricing as affordable as possible and offer full subsidy to those who need us most through our Stage Door programme. We put on high-quality productions and offer regular showcases and scratch nights for our young people to gain on-stage experience. We take our work out into local communities giving more people the chance to experience the positive benefits of drama, and we represent over 200 young people professionally through our Agency.

## JOINING YATI

### *Induction*

At the start of your employment with YATI you are required to attend an induction session, during which all our policies and procedures (including Health and Safety) will be explained to you. An induction schedule will be arranged for you, including briefings with members of other departments, time spent in a front of house capacity and opportunities to experience different events.

### *Probationary period*

Your employment starts with an initial probationary period as detailed in the Statement of Main Terms of Employment. During this period your performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time. We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

### *Training*

In the early stages of your employment, you will receive any technical/statutory training required for your specific job, and as your employment progresses your skills may be extended to cover new activities within the business. It is a condition of your employment that you participate in any training deemed necessary for you to adequately fulfil your role.

### *Job description*

Amendments may be made to your job description from time to time in relation to our changing needs and your own abilities.

### *Performance and review*

Work performance is monitored on a continuous basis so that we can maximise your strengths, and help you overcome any possible weaknesses. Once your probation has been successfully completed, an annual appraisal process will capture any particular performance issues and seek to align your work planning and goal setting with the organisation's unfolding strategy.

### *Job flexibility*

There may be times e.g., during holiday or production periods when you will need to cover duties normally performed by colleagues. This flexibility is essential for the smooth running of YATI.

### *Travel*

It is a condition of your employment that you are prepared, whenever applicable, to travel to any other of our sites and our client sites within reasonable travelling distance on a temporary basis. This mobility is essential to the smooth running of our business.

### *Data Protection*

The General Data Protection Regulation (GDPR) and the current Data Protection Act regulate our use of your personal data. As an employer it is our responsibility to ensure that the personal data we process in relation to you is done so in accordance with the required principles. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects.

- We will process data in line with our privacy notices in relation to both job applicants and employees.
- You have several rights in relation to your data. More information about these rights is available in our Data Management Policy and Employee Privacy Statement. We commit to ensuring that your rights are upheld in accordance with the law and have appropriate mechanisms for dealing with such.
- We may ask for your consent for processing certain types of personal data. In these circumstances, you will be fully informed as to the personal data we wish to process and the reason for the processing. You may choose to provide or withhold your consent. Once consent is provided, you are able to withdraw consent at any time.
- You are required to comply with all company policies and procedures in relation to processing data. Failure to do so may result in disciplinary action up to and including dismissal.

### *Disclosure and barring certificates*

Certain positions within our organisation may need to have a Disclosure and Barring Service (DBS) check. You will be required to consent to subsequent criminal record checks from time to time during your employment to meet the requirements of our Safe Recruitment Policy. If such certificate(s) are not supplied, your employment with us will be terminated. Please also refer to the Secure Storage, Handling, Use, Retention and Disposal of Disclosures Policy.

### *Convictions and offences*

During your employment, you are required to immediately report to the CEO any convictions or offences with which you are charged, including traffic offences.

## WAGES, SALARIES & PENSION

### *Administration*

#### *Payment*

- For salaried staff, basic salaries are paid by the fifteenth of each month.
- Staff working flexible hours will be paid monthly for the hours accrued prior to the end of the second full week of the month.
- You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions that have been made and the reasons for them, e.g., Income Tax, National Insurance, etc.
- Salaries are reviewed annually. This does not mean that there will be an automatic pay increase.
- Any pay queries that you may have should be raised with your line manager or the CEO.

#### *Overpayments*

- If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

#### *Income Tax and National Insurance*

- At the end of each tax year you will be given a form P60 showing the total pay you have received from us during that year and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place as you may need to produce them for tax purposes.

### *Lateness/Absenteeism*

You must turn up for work punctually at the specified time(s) and, where relevant, provide accurate timesheets. All absences must be notified in accordance with the sickness reporting procedures laid down in this Employee Handbook. Lateness or absence may result in disciplinary action and/or loss of appropriate payment.

### *Shortage of work*

If there is a temporary shortage of work for any reason, we will try to maintain your continuity of employment even if this necessitates placing you on short time working, or alternatively, lay off. If you are placed on short time working, your pay will be reduced according to time actually worked. If you are placed on lay off, you will receive no pay other than statutory guarantee pay.

### *Stakeholder pension scheme*

#### *Introduction*

If eligible, you will be enrolled into a pension scheme, in accordance with YATI's pension auto-enrolment obligations. Full details of the scheme will be given to you when you are enrolled, including details of how to opt out if you do not want to be a member of the scheme. While participating in the scheme, you

agree to worker pension contributions being deducted from your salary. Membership of the scheme is subject to its rules and may be amended from time to time, and the company may replace the scheme with another pension scheme at any time. If you cease to be a member of the scheme for any reason, the organisation will re-enrol you automatically into a pension scheme as and when required by law.

#### *Qualification*

- The qualifying criteria are variable but the basic requirement is for an employee to be at least 22 years old and be earning £10K p.a. A person not meeting these criteria may ask to join a scheme and will need to meet other requirements.
- Employees must have completed 3 months service before they can be enrolled on to the scheme.

#### *Contribution levels*

- The minimum contribution required by the Government is 8% - which is comprised of 5% from the employee and 3% from the employer.
- You may increase your personal contributions and can do this via YATI or directly by regular instalments or one-off payments. Details of how to do this will be provided at enrolment.

#### *Time off in lieu (TOIL)*

YATI's opening hours vary and include weekends, evenings and some Bank Holidays. There may be times when you will need to work additional hours beyond your normal standard contract or shift pattern. These variations must be approved in advance by your Line Manager. In such circumstances over-time is not payable but time off in lieu should be agreed with your Line Manager and taken within the following week, or as soon as practically possible.

## HOLIDAY ENTITLEMENT AND CONDITIONS

### *Annual holidays*

- Your annual holiday entitlement is shown in your individual Statement of Main Terms of Employment.
- We encourage you to take all of your holiday entitlement in the current holiday year. In exceptional circumstances you may carry up to five days over into the following year with agreement from your Line Manager and you should take these days within the first quarter of that following year. Payment in lieu will be made in respect of untaken holidays in the event of termination of your employment.
- You must complete the annual leave request procedure (see below) and have your dates approved by your Line Manager before you make any firm holiday arrangements.
- Holiday dates will normally be allocated on a "first come - first served" basis whilst ensuring that operational efficiency and appropriate staffing levels are maintained throughout the year.
- You should give at least four weeks' notice of your intention to take holidays of one week or more and a weeks' notice is required for odd single days.
- You may not normally take more than two working weeks consecutively. For the wellbeing of the team and operational reasons employees are encouraged to take up their holiday entitlement at regular periods throughout the year.
- Your holiday pay will be at your normal basic pay unless shown otherwise on your Statement of Main Terms of Employment.

### Annual leave request procedure

- 1) Agree dates with your line manager. Line Manager is responsible for ensuring the office is appropriately covered based on YATI activity and schedules.
- 2) Dates will be checked against other annual leave requests to ensure operational viability across the organisation is maintained prior to final approval.
- 3) When approved add your annual leave to the office calendar. Your name followed by A/L.

### *Public/Bank Holidays*

Your entitlement to public/bank holidays is shown in your individual Statement of Main Terms of Employment. If it has been agreed that you need to work a Bank Holiday then time off in lieu will be given.

## SICKNESS/INJURY PAYMENTS AND CONDITIONS

### *Notification of incapacity for work*

You must notify us by telephone on the first day of incapacity at the earliest possible opportunity and by no later than 10am. Other than in exceptional circumstances, notification should be made personally to your Line Manager. Please follow the notification procedure set out below.

#### Sickness absence notification procedure

- 1) If possible, inform your line manager.
- 2) If not, speak to another senior member of staff. You should try to give some indication of your expected return date and notify us as soon as possible if this date changes.
- 3) Line Manager to email CEO with the subject line 'Name – Sickness'
- 4) Only in exceptional circumstances if a call is not possible then text or email to both the Line Manager and CEO. Emails must be labelled 'Name – Sickness'.
- 5) Please note that whilst a 'heads up' text to your team is always appreciated first thing in the morning it should be followed up by an official call as detailed above.
- 6) If your incapacity extends to more than seven days you are required to notify us of your continued incapacity once a week thereafter, unless otherwise agreed.

### *Evidence of incapacity*

- Doctors' certificates are not issued for short-term incapacity. In these cases of incapacity (up to and including seven calendar days) you must sign a self-certification absence form on your return to work. A copy of this form is included in the section and should be photocopied before completion.
- If your sickness has been (or you know that it will be) for longer than seven days (whether or not they are working days) you should see your doctor and make sure he/she gives you a medical certificate and forward this to us without delay. Subsequently you must supply us with consecutive doctors' medical certificates to cover the whole of your absence.

### *Payments*

#### **Statutory Sick Pay**

- You are entitled to statutory sick pay (SSP) if you are absent for four or more consecutive days because of sickness or injury, provided you meet the statutory qualifying conditions. SSP is treated like wages and is subject to normal deductions.
- Qualifying days are the only days for which you are entitled to SSP. These days are normally your working days unless otherwise notified to you. The first three qualifying days of absence are waiting days for which SSP is not payable. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days are not served again.
- Where the circumstances of your incapacity are such that you receive or are awarded any sum by way of compensation or damages in respect of the incapacity from a third party, then any payments which we may have made to you because of the absence (including SSP) shall be

repaid by you to us up to an amount not exceeding the amount of the compensation or damages paid by the third party and up to, but not exceeding, any amount paid by us.

### **Enhanced Sick Pay**

- In addition to SSP, YATI offers the following discretionary enhanced sick pay benefits to its employees.

<input type="checkbox"/>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;">           During Probation period:         </td> <td style="width: 50%; vertical-align: top;">           Statutory Sick Pay (SSP) only applies         </td> </tr> <tr> <td style="vertical-align: top;">           During 1<sup>st</sup> year of employment:         </td> <td>           2 weeks full pay followed by SSP         </td> </tr> <tr> <td style="vertical-align: top;">           Over 1 year of employment:         </td> <td>           4 weeks full pay followed by SSP         </td> </tr> </table>	During Probation period:	Statutory Sick Pay (SSP) only applies	During 1 <sup>st</sup> year of employment:	2 weeks full pay followed by SSP	Over 1 year of employment:	4 weeks full pay followed by SSP
During Probation period:	Statutory Sick Pay (SSP) only applies						
During 1 <sup>st</sup> year of employment:	2 weeks full pay followed by SSP						
Over 1 year of employment:	4 weeks full pay followed by SSP						

- This policy will be pro-rata'd for part time and casual staff.
- A period of sickness becomes formalised after 3 days: between 1 and 3 days of self-certificated sickness requires no further action.
- Sick days will be aggregated over a 52-week period so that - accepting the first 3 'waiting days' – after 2 weeks (10 working days) of sickness taken in periods of a few days at a time within the first year of employment, SSP only will apply.
- Please note that Employers Enhanced Sick Pay is paid on top of SSP.

### *Absence Management*

The purpose of the Absence Management Policy is to promote staff welfare, decrease absences overall and prevent abuse of the Enhanced Sick Pay scheme. It is not intended to be punitive but rather to identify potential issues and develop the most appropriate response. In order to support this management plan trigger points have been set which if met will require further action to be taken. A copy of the Absence Management Policy can be found in the Policy section of this handbook.

We aim to work flexibly to accommodate periods of team member absence. The absence management system is intended to identify any underlying issues and work to re-integrate the team member at the same time as mitigating the impact of their absences.

### *Return to Work*

- You should notify your Line Manager as soon as you know on which day you will be returning to work, if this differs from a date of return previously notified.
- If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
- Separate rules relating to infectious diseases and those whose duties may involve handling food are to be found later in this handbook and, if appropriate to your duties, you must familiarise yourself with them.
- On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), you are also required to complete a self-certification absence form and hand this to your Line Manager.
- Upon returning to work after any period of sickness/injury absence, you may be required to attend a "return to work" interview to discuss the state of your health and fitness for work.

Further details are provided in the sickness monitoring procedures given above. Information arising from such an interview will be treated with strictest confidence.

*General*

- Submission of a medical certificate or sickness self-certification absence form, although giving us the reason for your absence may not always be regarded by us as sufficient justification for accepting your absence. We will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken. Continual or repeated absence through sickness will also need to be discussed in accordance with our Absence Management policy.
- If we consider it necessary, we may ask your permission to contact your doctor and/or for you to be independently medically examined.

*Sickness Self-Certification Absence*

FORM SCA

This form should be completed on your return to work following any period of sickness. If you are returning to work after a period of sickness of more than 7 calendar days a medical certificate or certificates should already have been provided to cover the period of absence in excess of these first seven days.

**Personal Details**

**Name**

Forename(s):

Surname:

**Dates of Sickness (including non-working days)**

These dates may include when you attended work but still felt unwell.

<b>Start Date</b>	Date:	<b>End Date</b>	Date:
	Time:		Time:

**Dates of Absence**

<b>Start Date</b>	Date:	<b>End Date</b>	Date:
	Time:		Time:

**Details of Sickness Injury**

**Did you consult a Doctor**

YES | NO |

If YES please give details of: Doctor's name, address, date of visit, treatment received and any current treatment. If NO please state why not:

**Declaration (please read this carefully before signing this form)**

I certify that I was incapable of work because of my sickness/injury on the dates shown above and that this information is true and accurate.

I acknowledge that false information will result in disciplinary action.

I hereby give my employer permission to verify the above information.

<b>Signed:</b>		<b>Date:</b>	
	Employee		
<b>Signed:</b>		<b>Date:</b>	
	Employer		

## SAFEGUARDS

### General

YATI is committed to safeguarding its stakeholders including employees, freelancers, visitors, students, families, volunteers and donors. This applies to their physical welfare and wellbeing as well as any information held about them both digitally and in print.

The following Policies should be read and accompanying Procedures followed. Copies are included in the Handbook.

Communications Policy & Procedures Confidentiality  
Data Management Policy  
Safeguarding Policy  
Safe Recruitment Policy & Procedure  
Social Media Policy & Procedure  
Anti-bribery Policy

### *Rights of search*

- Although we do not have the contractual right to carry out searches of employees and their property (including vehicles) whilst they are on our premises or business, we would ask all employees to assist us in this matter should we feel that such a search is necessary.
- Where practicable, searches will be carried out in the presence of a colleague of your choice who is available on the premises at the time of the search. This will also apply at the time that any further questioning takes place.
- We reserve the right to call in the police at any stage.

### *Cash shortages*

- Cash shortages will be investigated and where appropriate additional cash handling/till training will be provided. In certain circumstances the Police may be asked to investigate further and/or disciplinary action taken. Any such shortages will/may be deducted from wages/salary. This is an express written term of your contract of employment in compliance with current legislation.

### *Safeguarding Children, Young Adults & Vulnerable Adults Code of Practice*

Safeguarding children, young adults and vulnerable adults with whom we work both within YATI and through our outreach is everyone's responsibility – whether paid staff member, sessional worker, contractor, volunteers or Trustees. We expect you to recognise the position of trust in which you have been placed and that there is a shared responsibility for safeguarding by following these simple dos and don'ts.

Do:

- Ensure your behaviour is appropriate at all times. This includes avoiding suggestive or offensive language and not engaging in inappropriate contact.
- Avoid spending time alone with children or vulnerable adults when you are unobserved.
- Value everyone as an individual – make children aware of safety and give them guidelines to follow so that they can take some responsibility for their own safety.
- Take any allegations or concerns about abuse seriously and refer concerns immediately following the museum procedures.
- Ensure that you know who the Designated Safeguarding Officer is and how to report any concerns that you might have.
- Use age appropriate resources for all activities.
- Work with colleagues to watch out for each other to ensure that they are not behaving in ways which could be misinterpreted.
- Keep yourself up to date with procedures and ask your manager or the DSO if you are unsure what to do.

Don't:

- Make promises or offer to keep a secret.
- Have favourites, or be perceived to have favourites
- Develop social relationships with children or vulnerable adults – this includes exchanging personal and social media information, gifts or arranging to meet outside working hours.

## HEALTH, SAFETY, WELFARE AND HYGIENE

### *Safety*

- You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities. A copy is available in this Handbook.
- You must not take any action that could threaten the health or safety of yourself, other employees, volunteers or visitors
- Protective clothing and other equipment which may be issued for your protection because of the nature of your job or a task must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.
- You should report all accidents and injuries at work, no matter how minor, to a first aider and record it in an accident book. The accident books is located in the main office.
- You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.
- YATI aims to meet the Health & Safety (Display Screen Equipment) Regulations 1992 and will work with you to ensure the correct information and equipment is available. Please refer to the DSE guide in the Appendix.

### *Staff Kitchen*

- Please help to keep the staff kitchen clean and tidy by washing up your own crockery, cutlery and glasses. We also have a dishwasher that is run daily.
- Do not store out of date food and drink in the fridge. Such unlabelled items will be thrown away without notice.
- Clear up spillages immediately.
- To help meet our sustainability targets please use the recycling, food and general waste bins appropriately and do not mix waste.

### *Hygiene*

- Any exposed cut or burn must be covered with a first-aid dressing.
- If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
- Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

### *Alcohol & Drugs Policy*

Please refer to the Policy Section in this Handbook.

### *Smoke Free Policy*

Please refer to the Policy Section in this Handbook.

### *Fitness for work*

If you arrive for work and, in our opinion, you are not fit to work (either because we believe that you are unable to undertake your duties in a safe manner or that you may pose a safety risk to others), we reserve the right to send you away for the remainder of the day with or without pay. Depending on the circumstances, you may be liable to disciplinary action.

## TERMINATION OF EMPLOYMENT

### *Resignations*

Resignations must be supplied in writing, stating your reason for resignation. Exit interviews will be carried out by your Line Manager or the CEO.

### *Terminating employment without giving notice*

If you terminate your employment without giving or working the required period of notice, as indicated in your individual statement of main terms of employment, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any final pay due to you. You will also forfeit any contractual accrued holiday pay due to you over and above your statutory holiday pay, if you fail to give or work the required period of notice.

### *Return of our property*

On the termination of your employment, you must return all our property which is in your possession or for which you have responsibility. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you.

### *Garden leave*

If either you or YATI serves notice on the other to terminate your employment, YATI may require you to take "garden leave" for all or part of the remaining period of your employment.

NB. During any period of garden leave you will continue to receive your full salary and any other contractual benefits.

## STANDARDS

### *Code of Behaviour*

YATI wants all those visiting and working within our building to enjoy themselves in a safe and welcoming environment. As staff and volunteers, we have a shared responsibility for making that possible. We expect you to:

- Be a positive role model for students, staff and volunteers. Ensure that your behaviour and language are appropriate at all times, including maintaining a welcoming and professional manner and appearance.
- Be an active team member, supporting colleagues and advising them when appropriate.
- Be respectful. Our students and families come from a variety of backgrounds and have a range of physical, intellectual and cultural needs and expectations. Take the time to listen to their queries and, where appropriate, encourage them to find ways to engage more deeply with our work.
- Be curious. Our students have come to explore all areas of our offer so do make sure that you have too! Find out more about what we have planned by keeping up-to-date via our leaflets, newsletters and emails.
- Think about the environment and consider ways of carrying out your work in as sustainable a way as possible including reducing paper and waste, reusing materials and recycling unwanted items.
- Take your own safety and the safety of others seriously. If you notice that something in the building could be a safety hazard, let the Duty Manager know. Likewise, if you are concerned that visitors are behaving in a way that might put their safety or that of other visitors at risk then speak to the Duty Manager. Ensure that you are aware of fire and evacuation procedures, our lost child procedure and uphold YATI's health & safety guidance and lone working policy.
- Take safeguarding seriously. Safeguarding children and vulnerable adults who come to YATI is everyone's responsibility. Make sure that you have read and understood YATI's Safeguarding policy and that you know what to do if you have a concern. Avoid spending time with children or vulnerable adults unobserved or arrange to meet them outside working hours. Never give out personal details such as your phone number or personal social media contacts.
- Respect confidentiality and protect your own and other people's personal data.

### *General Standards*

- We maintain a policy of "minimum waste" which is essential to the cost-effective and efficient running of our charitable organisation. Please refer to the Sustainability Policy for further information. You can promote this policy by taking extra care during your normal

duties by avoiding unnecessary or extravagant use of services, time, energy, etc. The following points are illustrations of this:

- a) store/return items in the correct place
- b) reuse existing resources where possible
- c) turn off any unnecessary lighting and heating
- d) keep doors closed whenever possible
- e) handle equipment and stock with care
- f) ask for other work if you are temporarily without a task
- The following provision is an express written term of your contract of employment:-
  - a) any damage to vehicles, stock or property (including non-statutory safety equipment) that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement
  - b) any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to reimburse to us the full or part of the cost of the loss; and
  - c) In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

### *Housekeeping*

- Work areas must be kept clean and tidy at all times. Avoid storing items on the floor unless it is under your desk.
- Please hang outdoor coats on the coat hooks provided and not on the backs of chairs.
- Dirty mugs and plates should be removed from your desk and put in the dishwasher or washed up at the end of every day. If you host a meeting, please make a specific arrangement for used cups etc to be washed if you are not doing it yourself.
- On days out of the office or during annual leave, your desk should be left clear and tidy so that others may use it as a workstation.

### *Behaviour at Work*

- You should behave with civility towards fellow employees, and no rudeness will be permitted towards students, families or members of the public. Objectionable or insulting behaviour, or bad language will render you liable to disciplinary action. Please refer to the Code of Conduct above.
- You should use your best endeavours to promote the interests of YATI and shall, during normal working hours, devote the whole of your time, attention and abilities to the business and its affairs.
- Any involvement in activities which could be construed as being in competition with us is not allowed.
- All reasonable instructions from your Line Manager are to be carried out.

*Behaviour outside work*

- Activities that result in adverse publicity to ourselves, or which cause us to lose faith in your integrity, may give us grounds for your dismissal.

## GENERAL TERMS OF EMPLOYMENT, INFORMATION AND PROCEDURES

### *Buying or selling of goods*

You are not allowed to buy or sell goods on your own behalf on our premises or during your working hours.

### *Car insurance*

If you are using your own car for business purposes, you must ensure that your car insurance provides adequate cover. Proof of adequate insurance, Driving Licence, Tax and an MOT Certificate must be produced when requested.

### *Company equipment*

The company provides equipment necessary to carry out your duties. You should keep these in good repair and take all reasonable steps to ensure that they are secure at all times. You must report any lost or mislaid equipment to your line manager. You must return company equipment upon termination of employment by either party. Failure to do so, or a loss of damage suffered as a result of your negligence, will result in a deduction to cover the cost of tools being made from monies due to you.

### *Company property*

Use of such property for any purpose other than normally defined duties is not permitted. Property of any type is not to be taken away from the premises unless with prior approval. You must immediately notify the appropriate member of Management of any damage to property or premises.

### *Customer Service*

Visitors (in particular students and families) to YATI are the key to success and good service is the key to gaining and retaining visitors. Customer Service is not just the responsibility of the teachers or office but of the entire team.

- a) Make yourself familiar with the current opening hours and programme of events.
- b) Be friendly, smile and listen well whether you are engaging over the phone or face to face.
- c) Answer phone enquiries promptly and take clear messages for your colleagues.

### *Donors & Supporters*

As a charity, we very much value contribution of time and money from our Donors and Volunteers. When engaging with any of our Donors or Volunteers in writing, on the telephone or in person please be respectful of them and of our organisation. Do not engage in personal correspondence or ask for personal favours.

### *Driving licence*

If it is a requirement of your job that you possess a current driving licence, the loss of such a licence as a result of a motoring conviction or on health grounds, may, if we are unable to provide suitable alternative employment, lead to the termination of your employment. You are required, wherever requested, to produce your driving licence for our inspection at any time when so requested.

### *Employees' property and lost property*

We do not accept liability for any loss of, or damage to, property that you bring onto the premises. You are requested not to bring personal items of value onto the premises and, in particular, not to leave any items overnight. All items of lost property found at YATI are put in the Lost Property box and are periodically disposed of. If you have lost something, please refer to the Duty Manager in the first instance.

### *Expense Claims*

Very occasionally it might be necessary to pay for goods and services to enable you to go about your business for YATI directly rather than through the Purchase Order or petty cash systems, for example, travel whilst working away from YATI, postage, or stationery. Where possible these expenses should be approved in advance by your Line Manager. Any expenditure over £20 must be approved in advance. Expense claims must be made within the month following the expenditure.

### *Gifts*

In order to maintain the integrity of both yourself and the organisation, any gifts, benefits or invitations to subsidised events, etc. must be disclosed to the CEO. You should not accept any high value gifts or invitations without prior authorisation.

### *Identification*

If working externally, please wear your YATI lanyard/name badge

### *Severe weather/travel arrangement disruption*

In the event of severe weather or the disruption to your travel arrangements to work, staff may take the time off or, where feasible, work from home, with the agreement of your Line Manager or the CEO. This time off can either be taken as unpaid leave or holiday.

### *Jury Service*

If you are required to undertake jury service or to attend court, you must advise your Line Manager as soon as possible. You are normally eligible for loss of earnings, travel and subsistence allowances. You will be permitted reasonable time off to carry out such public duty, but you should not volunteer for jury service beyond 14 days without referral and permission from the CEO.

#### *Keyholding/Alarm setting*

All employees are provided with a key to the basement door and the code to the front door. Keys and codes must be kept safe at all times and should not be given to any third party unless authorisation is obtained from the CEO. Any loss or damage caused as a result of your failure to follow procedures or your negligence in ensuring the safekeeping of the keys and alarm code will result in disciplinary action which could lead to your summary dismissal. We also reserve the right to deduct the cost of any loss, repair or replacement from any monies owing to you.

#### *Lone working*

Wherever possible we will take steps to ensure that members of the team are not on site in a lone working capacity. Where this is unavoidable staff must make suitable arrangements as agreed by their Line Manager or Theatre & Programme Manager, for example:

- Arrange to text or call their manager to confirm they have left site, or
- Ensure a contact at home can contact the Theatre & Programme Manager if the return time is not met.

#### *Mail*

All post received by us will be opened, including that addressed to employees. Private mail, therefore, should not be sent care of our address. No private mail may be posted at our expense.

#### *Maternity/Paternity/Adoption leave and pay*

You may be entitled to maternity/paternity/adoption leave and pay in accordance with the current statutory provisions. If you (or your partner) become pregnant or are notified of a match date for adoption purposes you should notify the CEO at an early stage so that your entitlements and obligations can be explained to you. Further details can be found in the Policies section of this Handbook.

#### *Other employment*

You are expected to devote the whole of your time and attention during working hours to the business of YATI. If you propose taking up employment with an employer or pursuing separate business interests or any similar venture outside your contracted working hours, you must discuss the proposal with your Line Manager in order to establish the likely impact of these activities on both yourself and this organisation. You will be asked to give full details of the proposal and consideration will be given to:

- a) Working hours
- b) Competition, reputation and credibility
- c) Conflict of Interest
- d) Health, safety and welfare

You will be notified in writing of YATI's decision. YATI may refuse to consent to your request. If you work without consent this could result in the termination of your employment.

If you are unhappy with the decision, you may appeal using the Grievance Procedure.

#### *Parental/Shared Parental leave*

If you are entitled to take parental leave or shared parental leave in accordance with current statutory provisions, you should discuss your needs with your Line Manager, who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operational aspects of the business. Further details can be found in the Parental Leave Policy in this Handbook.

#### *Parking*

There is no parking available on site.

#### *Personal details*

You must notify us of any change of name, address, telephone number, etc., so that we can maintain accurate information on our records and make contact with you in an emergency, if necessary, outside normal working hours.

#### *Policies and procedures*

The Company has a number of other policies and procedures in addition to those included in this Handbook. Copies of these will be/have been provided to you separately or are available on request from the office.

#### *Private work*

If you are approached to undertake private work which could otherwise have been undertaken by YATI you must report the approach to your line manager. For other guidelines relating to additional work please refer to the statement under 'Other Employment'.

#### *Security*

To satisfy the requirements of our insurers and to protect us from fire and theft, you must secure the property when unattended. Although it is the responsibility of the designated staff member or caretaker locking up to ensure that all windows and doors are closed at the end of the day, everyone holds a general responsibility.

#### *Social functions*

The company may occasionally hold social functions for employees and/or extend invitations to attend social functions held by 3<sup>rd</sup> parties (e.g. funders). Such functions may take place off site, and, as you represent YATI whilst attending such functions, it is important that you understand that we expect high standards of behaviour at such functions.

In particular, employees should not behave in a drunken or disorderly manner and should be especially aware of the employer's equal opportunities and harassment policies. Any breach of the

equal opportunities and harassment policies at such functions will be regarded as gross misconduct for the purposes of the disciplinary procedure, for which employees may be summarily dismissed. On all occasions, employees are expected to act responsibly at social functions, and to have proper and appropriate consideration towards colleagues and members of the public.

If driving afterwards, employees are expected to limit the amount of alcohol they drink, and to stay well within the legal limit for the purposes of driving.

#### *Telephone calls - personal*

We recognise there may be times when it is necessary to receive personal calls at work, but you should discourage your friends and relatives from calling unless it cannot be avoided. Outgoing personal calls should be kept to a minimum and should not be made at YATI's expense. If the call has been made to/or is made from a mobile phone, please consider your colleagues and take the call away from your desk.

#### *Telephone calls - whilst driving*

It is illegal to use a mobile phone without a hands-free set whilst driving. It is our policy that you should not use any mobile phone whilst driving. You should pull over to the side of the road in an appropriate place before making or receiving any telephone calls. In the event of being unable to pick up a call because you cannot find a safe place to park, you must return the call as soon as conveniently possible.

#### *Third Party Involvement*

We reserve the right to allow third parties to chair any meeting, for example disciplinary, capability, grievance, this is not an exhaustive list. We will seek your consent at the relevant time to share relevant 'special categories of data' where it is necessary for the purposes of the hearing.

#### *Time off for bereavement leave*

You may be entitled to up to three days paid bereavement leave upon the death of a member of your immediate family i.e. parent, partner, spouse, sibling or child. You should discuss your circumstances with your line manager and/or the CEO and agree appropriate time off.

#### *Time off for appointments*

Circumstances may arise where you need time off for medical/dental appointments, or for other reasons. Where possible, appointments must be booked outside of your working hours. However, where this is not possible, we will allow reasonable time off for pre-booked appointments at the discretion of your line manager. You must request the time off from your line manager who will take into consideration the needs of the organisation. The organisation reserves the right to request that alternative arrangements be made.

#### *Appointment absence procedure*

- 1) Discuss/agree with your line manager.

- 2) Email your line manager & state Doctor/Dentist as appropriate. Emails to be headed up 'Name – Appointment' and should state the date and time of your appointment and details of how the time will be worked back.

#### *Time off for dependants*

You may be entitled to take a reasonable amount of unpaid time off during working hours to deal with unexpected care needs of your dependants. Should this be necessary you should discuss your situation with your line manager and/or the CEO who, if appropriate, will agree the necessary time off.

#### *Travel arrangements*

There may be times when you need to travel to other locations as part of your job. We encourage staff to plan their travel in advance in order to minimise cost and environmental impact (e.g. by buying cheaper advanced tickets and/or sharing lifts wherever possible).

#### *Visiting outside of working hours*

For your own safety and the security of the site you should not be onsite without authorisation from the CEO or the Theatre & Programme Manager outside of the day's normal operating hours.

#### *Volunteer recognition*

The support of our volunteers has been a huge part of the success of YATI. Volunteer roles within YATI range from being on the Board, helping front of house, and making and repairing props/set/costume. We want all our volunteers to feel valued and welcome so please take the time to say hello.

#### *Waste & Recycling*

Please familiarise yourself with the location of the food, recycling and general waste bins. Paperwork containing secure information should be shredded in line with our Data Protection Policy & Procedures.

## ABSENCE MANAGEMENT POLICY

The efficiency of the organisation can be affected by our employees not attending work on a regular basis as agreed in their terms and conditions of employment. Long term and/or sporadic absence can create difficulties and effect the organisation's ability to operate.

The purpose of the Absence Management Policy is to promote staff welfare, decrease absences overall and prevent abuse of the Enhanced Sick Pay scheme. It is not intended to be punitive but rather to identify potential issues and develop the most appropriate response. In order to support this management plan, trigger points have been set which if met will require further action to be taken. The trigger points are as follows:

- If you have 3 occurrences of absence (which may be individual days or multiple days) in a rolling 26-week period, we will seek to ensure your well-being is reviewed and monitored appropriately.
- If you have more than 3 days in a 5-week period (in 1 or more occurrences) or if 80% of the maximum number of days covered by the Employer's Sick Pay Benefit is reached this will lead to an absence management meeting which may lead to a formal disciplinary procedure which could in turn result in warnings and a formal action plan being put together.

Due to the close working nature of YATI team, we are usually aware when a colleague is in need of time off to address a range of personal needs such as own health, compassionate leave, or care for dependents.

We aim to work flexibly to accommodate periods of team member absence. The absence management system is intended to identify any underlying issues and work to re-integrate the team member at the same time as mitigating the impact of their absences.

### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: July 2023

## ALCOHOL & DRUGS POLICY

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: July 2023

## ANTI-BRIBERY POLICY

### Introduction

Bribery is a criminal offence. YATI prohibits any form of bribery. We require compliance, from everyone connected with our business, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us and we have a zero tolerance attitude towards corrupt activities of any kind, whether committed by employees or by third parties acting for or on behalf of the organization.

### Statement

It is prohibited, directly or indirectly, for any employee or person working on our behalf to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or company in order to gain commercial, contractual or regulatory advantage for the organisation, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

If we suspect that you have committed an act of bribery or attempted bribery, an investigation will be carried out and, in line with our disciplinary procedure where appropriate, action may be taken against you which may result in your dismissal, or the cessation of our business arrangement with you.

If you, as an employee or person working on our behalf, suspect that an act of bribery or attempted bribery has taken place, even if you are not personally involved, you are expected to report this to the CEO. You may be asked to give a written account of events. Staff are reminded of the Whistle Blowing Policy which is available in the Employee Handbook.

### Gifts and hospitality

We realise that the giving and receiving of gifts and hospitality as a reflection of friendship or appreciation where nothing is expected in return may occur, or even be commonplace, in our industry. This does not constitute bribery where it is proportionate and recorded properly.

No gift should be given nor hospitality offered by an employee or anyone working on our behalf to any party in connection with our business without receiving prior written approval from the CEO. Similarly, neither gift nor offer of hospitality should be accepted by an employee or anyone working on our behalf without receiving prior written approval from the CEO.

A record will be made of every instance in which gifts or hospitality are given or received.

### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: July 2023

## CAPABILITY POLICY

### Introduction

We recognise that during your employment with us your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work.

### Job changes/General capability issues

1. If the nature of your job changes or if we have general concerns about your ability to perform your job, we will try to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. Concerns regarding your capability will normally first be discussed in an informal manner and you will be given time to improve.
2. If your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. We will also consider the possibility of a transfer to more suitable work if possible.
3. If there is still no improvement after a reasonable time and we cannot transfer you to more suitable work, or if your level of performance has a serious or substantial effect on our organisation or reputation, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained.
4. If such improvement is not forthcoming after a reasonable period of time, you will be dismissed with the appropriate notice.

### Personal circumstances/Health issues

1. Personal circumstances may arise which do not prevent you from attending for work but which prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, we will normally need to have details of your medical diagnosis and prognosis so that we have the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before we can obtain such a report and we will expect you to co-operate in this matter should the need arise. When we have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.
2. There may also be personal circumstances which prevent you from attending work, either for a prolonged period(s) or for frequent short absences. Under these circumstances we will need to know when we can expect your attendance record to reach an acceptable level. This may again mean asking your own doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When we have obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

### Short service staff

We retain discretion in respect of the capability procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service, you may not be in receipt of any warnings before dismissal, but you will retain the right to a hearing and you will have the right to appeal.

**Review**

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: December 2022

## COMMUNICATIONS POLICY & PROCEDURES

### Introduction

IT and Communication plays an essential role in the conduct of our business. How you communicate with people not only reflects on you as an individual but also on us as a business. As a result of this, YATI values your ability to communicate with colleagues, volunteers, visitors, students, families, artistic partners, and business contacts but we must also ensure that such systems and access are managed correctly, not abused in how they are used or what they are used for.

This policy applies to everyone who uses our communications facilities, whether full or part-time employees, consultants, teachers, assistants, contract staff, temporary staff or volunteers.

### General principles

- You must use our information technology and communications facilities sensibly, professionally, lawfully, consistently with your duties and in accordance with this policy and other Company rules and procedures.
- At all times you must behave with honesty and integrity and respect the rights and privacy of others in relation to electronic communication and information. YATI reserves the right to maintain all electronic communication and files.
- Every employee will be given access to the Intranet and/or Internet as appropriate to their job needs. For those who do not have daily PC access occasional access will be arranged, as necessary, by the Theatre & Programme Manager or CEO.
- All PC/network access will be through passwords. Computer accounts and associated passwords are unique to each user and must not be made available to another person unless authorised by the CEO.
- All information relating to our visitors, students, families, staff, and our business operations is confidential. You must treat our paper-based and electronic information with utmost care.
- Many aspects of communication are protected by intellectual property rights which can be infringed in a number of ways. Downloading, copying, possessing, and distributing material from the internet may be an infringement of copyright or of other intellectual property rights.
- Particular care must be taken when using e-mail as a means of communication because all expressions of fact, intention and opinion in an e-mail may bind you and/or YATI and can be produced in court in the same way as other kinds of written statements.
- If you are speaking in the capacity of your role at YATI with someone face to face, via the telephone, or communicating with them in writing via whatever medium you are a representative of YATI. Whilst in this role you should not express any personal opinion

that you know or suspect might be contrary to the opinions of YATI or detrimental to its reputation.

- You must not do or say anything which would be subject to disciplinary or legal action in any other context such as sending any sexist, racist, defamatory or other unlawful material. If you are in doubt about a course of action, take advice from your manager.

#### Use of e-mail

- Unauthorised or inappropriate use of the e-mail system may result in disciplinary action which could include summary dismissal.
- The e-mail system is available for communication and matters directly concerned with the legitimate business of the company. Employees using the e-mail system should give particular attention to the following points:
  - all messages must comply with YATI's communication standards.
  - e-mail messages and copies should only be sent to those for whom they are particularly relevant. Always use the "Bcc" box when mailing to groups whenever the members of the group are unaware of the identity of all the others or where the email addresses are personal email addresses (eg for emails to volunteers). Such a disclosure may breach any duty of confidence owed to each recipient, breach YATI's obligations under the General Data Protection Regulation and Data Protection Act or may inadvertently disclose confidential business information such as a marketing list. This applies to both external and internal e-mail.
  - e-mail should not be used as a substitute for face-to-face communication or telephone contact. Flame mails (i.e. e-mails that are abusive) must not be sent. Hasty messages sent without proper consideration can cause upset, concern, or misunderstanding.
  - if e-mail is confidential, the user must ensure that the necessary steps are taken to protect confidentiality. The company will be liable for infringing copyright or any defamatory information that is circulated either within the company or to external users of the system.
  - offers or contracts transmitted by e-mail are as legally binding on the company as those sent on paper.
- The Company will not tolerate the use of the e-mail system for unofficial or inappropriate purposes, including:
  - any messages that could constitute bullying, harassment or other detriment
  - on-line gambling
  - accessing or transmitting pornography
  - transmitting copyright information and/or any software available to the user
  - posting confidential information about other employees, the company or its customers or suppliers.
  - private use of the company e-mail account.

- The facility for private use for appropriate purposes will be available to you; however, misuse will result in this arrangement being withdrawn. Please note that you must endeavour to use non-working time for private matters.
- We reserve the right to monitor all e-mail and internet activity by you for the purposes of ensuring compliance with our policies and procedures and of ensuring compliance with the relevant regulatory requirements. Information acquired through such monitoring may be used as evidence in disciplinary proceedings.

#### Use of internet and intranet

- We trust you to use the internet sensibly. Although internet facilities are provided for the purposes of our business, we accept that you may occasionally want to use them for your own personal purposes. This is permitted on condition that all the procedures and rules set out in this policy are complied with and your use of the internet does not interfere in any way with the performance of your duties.
- Whenever you access a website, you should always comply with the terms and conditions governing its use. Care must be taken in the use of information accessed through the Internet. Most information is unregulated, and as such there is no guarantee of accuracy.
- The use of the Internet to access and/or distribute any kind of offensive material, or material that is not work-related, leaves an individual liable to disciplinary action which could lead to dismissal.
- You must not:
  - use any images, text or material which are copyright-protected, other than in accordance with the terms of the license under which you were permitted to download them
  - introduce packet-sniffing or password-detecting software
  - seek to gain access to restricted areas of the Company's network
  - access or try to access data which you know or ought to know is confidential
  - introduce any form of computer virus, or
  - carry out any hacking activities.
- When publishing information on the internet, attention must be paid to ensuring that such information has relevance to normal professional activities before material is released in YATI's name. Please refer to the Confidentiality Policy for further information. Where personal views are expressed, a disclaimer stating that this is the case should be clearly added to all correspondence. Intellectual property right and copyright must not be compromised when publishing on the Internet.

#### Use of social networking sites

- Any work-related issue or material that could identify an individual who is a beneficiary, their family, or work colleague, which could adversely affect the Company and our relationship with any customer/client must not be placed on a social networking site. This means that work related matters must not be placed on any such site at any time either

during or outside of working hours and includes access via any computer equipment, mobile phone or PDA. Please refer to the Social Media Policy for further information.

#### Virus protection procedures

In order to prevent the introduction of virus contamination into the software system the following must be observed:

- unauthorised software including public domain software, magazine cover disks/CDs or Internet/World Wide Web downloads must not be used; and
- all software must be virus checked using standard testing procedures before being used.

#### Use of computer equipment

In order to control the use of YATI's computer equipment and reduce the risk of contamination the following will apply:

- Only authorised staff should have access to YATI's computer equipment.
- Unauthorised access to the computer network may result in disciplinary action.
- Only authorised software that is used for business applications may be used on any of YATI's computer equipment.
- The introduction of new software and hardware must first of all be checked and authorised by the CEO.
- Unauthorised copying and/or removal of computer equipment/software will result in disciplinary action, such actions could lead to dismissal.

#### System security

- Security of YATI's IT systems is of paramount importance. We owe a duty to all our beneficiaries and their families to ensure that all of our business transactions are kept confidential. If at any time we need to rely in court on any information which has been stored or processed using our IT systems, it is essential that we are able to demonstrate the integrity of those systems. Every time you use the system you take responsibility for the security implications of what you are doing.
- Keep all confidential information secure, use it only for the purposes intended and do not disclose it to any unauthorised third party.
- The Company's system or equipment must not be used in any way which may cause damage, or overloading or which may affect its performance or that of the internal or external network.
- Files are stored in a hierarchical folder structure with access provided to relevant staff members at a user level. Each user has an individual logon name and password and logons are logged and monitored. File access is likewise logged and monitored.
- All Wireless access is by separate login credentials and encrypted. Public wifi access is isolated and routed only out to the internet.
- All access to CRM data is via additional user/password and encrypted, logged and monitored.

#### Backup

Back up is automatic at regular intervals and is arranged by YATI's IT Services provider, Digiserve.

### Working remotely

- Keep laptops, mobile phones and passwords safe. PDAs or similar hand-held devices are easily stolen and not very secure so you must password-protect access to any such devices used by you on which is stored any personal data of which the Company is a data controller or any information relating our business, our clients or their business. During travel, portable computer equipment should be treated as carry-on luggage
- Inform the police and the Company as soon as possible if either a Company laptop in your possession or any computer equipment on which you do our work has been stolen
- Ensure that any work which you do remotely is saved on the Company system or is transferred to our system as soon as reasonably practicable
- Sensitive information such as financial documents, donor and personnel data should not be stored on portable computers. If it is necessary, the information should be password protected and encrypted in compliance with guidelines
- Public wifi networks and public computers should not be used to access any sensitive or business critical activities
- Position yourself so that your work cannot be overlooked by any other person
- USB sticks should not be used to transfer sensitive information. Seek advice from Digiserve for alternative options. Where there is no alternative then all data must be password protected and encrypted
- Where a remote machine is used to access a virtual machine it must not be left unattended at any point.

### Passwords

- Computer accounts and associated passwords are unique to each user and must not be made available to another person unless authorised by the CEO.
- Your domain name and network password must not be changed without consultation with the CEO.
- Passwords must be updated every 6 months by individuals who are instructed to keep passwords safe and secure. Passwords must meet certain complexity history requirements.
- Only employees or contracted freelancers should be given the YATI wireless access code. Failure to do so will allow unauthorised access to restricted data and may result in disciplinary action being taken.
- Guests, visitors and venue hire must only be provided with the relevant YATI Public wifi access password.
- For the avoidance of doubt, upon the termination of your employment (for any reason) you are required to provide details of any password(s) to the company.

### Personal telephone calls/mobile phones

- We recognise there may be times when it is necessary to receive personal calls at work, but you should discourage your friends and relatives from calling unless it cannot be avoided. Outgoing personal calls should be kept to a minimum and should not be made at YATI's expense.
- If the call has been made to/or is made from a mobile phone please consider your colleagues and take the call away from your desk.

- It is illegal to use a mobile phone without a hands-free set whilst driving. It is YATI's policy that you should not use any mobile phone whilst driving.

#### Monitoring of communications

- YATI is ultimately responsible for all business communications but subject to that will, so far as possible and appropriate, respect your privacy and autonomy. YATI may monitor your business communications for reasons which include:
  - providing evidence of business transactions
  - ensuring that our business procedures, policies and contracts with staff are adhered to
  - complying with any legal obligations
  - monitoring standards of service, staff performance, and for staff training
  - preventing or detecting unauthorised use of our communications systems or criminal activities; and
  - maintaining the effective operation of Company communication systems
- We reserve the right to monitor all email/internet/telephone activity by you for the purpose of ensuring compliance with our policies and procedures and for ensuring compliance with the relevant regulatory requirements. This includes monitoring of any additional accounts you may be requested to set up for the purposes of performing your work tasks, which are subject to the same rules as your work email account. Information acquired through such monitoring may be used as evidence in disciplinary proceedings.
- Sometimes it is necessary for us to access your business communications during your absence, such as when you are away because you are ill or while you are on holiday.

#### Data protection

- As an employee using our communications facilities, you will inevitably be involved in processing personal data for the Company as part of your job. Data protection is about the privacy of individuals and is governed by the General Data Protection Regulation and current Data Protection Act.
- Whenever and wherever you are processing personal data for the Company, you must keep this secret, confidential and secure, and you must take particular care not to disclose such data to any other person (whether inside or outside the Company) unless authorised to do so. Do not use any such personal data except as authorised by us for the purposes of your job. If in doubt ask a member of management.
- Files or written information of a confidential nature are stored in a secure manner so that are only accessed by people who have a need and a right to access them and all our employees are aware that hard copy personal information should be kept in a locked filing cabinet, drawer, or safe.
- Where computerised data needs to be shared with a third party, it is coded, encrypted or password protected.
- The Act gives every individual the right to see all the information which any data controller holds about them. Bear this in mind when recording personal opinions about someone, whether in an e-mail or otherwise. It is another reason why personal remarks and opinions made should be given responsibly, must be relevant and appropriate as well as accurate and justifiable.
- For your information, the Act provides that it is a criminal offence to obtain or disclose personal data without the consent of the data controller. "Obtaining" here includes the

gathering of personal data by employees at work without the authorisation of the employer. You may be committing this offence if without authority of the Company: you exceed your authority in collecting personal data; you access personal data held by us; or you pass them on to someone else (whether inside or outside the Company).

#### Confidentiality

- Employees are not permitted to register with sites or electronic services in the company's name without the prior permission of their manager. They are not permitted to reveal internal company information to any sites, be it confidential or otherwise, or comment on company matters, even if this is during after-hours or personal use. The company confidentiality policy applies to all electronic communication and data.

#### Compliance with this policy

- Failure to comply with this policy may result in disciplinary action being taken against you. If there is anything in this policy that you do not understand, please discuss it with a member of management.
- Any actual or suspected breach of this policy must be notified to the CEO at the earliest possible opportunity. All security incidents will be investigated, and any breach found to affect personal data will be reviewed in line with the Data Protection Policy.

#### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: December 2022

## CONFIDENTIALITY POLICY & PROCEDURE

### Introduction

You must always be aware of the confidentiality of information gained during the course of your duties, which in many cases includes access to personal information relating to others including visitors, authors, donors and other staff. It is expected that you understand the importance of treating information in a discreet and confidential manner, and your attention is drawn to the following procedural statement.

### Procedure

- a. All documentary or other material containing confidential information must be kept securely at all times and must be returned to us at the time of termination of your employment with us, or at any other time upon demand;
- b. Information regarding the business and clients must not be disclosed either orally or in writing to unauthorised persons. It is particularly important that employees should ensure the authenticity of telephone enquiries;
- c. Conversations relating to confidential matters affecting the business, employees and beneficiaries should not take place in situations where they can be overheard (i.e. in corridors, reception areas, etc).
- d. Individuals handling or processing any confidential material are personally responsible for ensuring the proper storing or disposal of the information. Where possible financial and personnel records should be kept in locked cabinets. All wastepaper that contains sensitive information must be shredded.
- e. Particular care should be taken when taking information off site digitally.
- f. Any breach of confidentiality may be regarded as misconduct/gross misconduct and be the subject of serious disciplinary action.

The importance of confidentiality cannot be stressed too much and it is important that it be borne in mind at all times.

For the purpose of clarity, you shall not at any time (save as required by law) before or after the termination of your employment, disclose such information to any person without our prior written consent.

### Company property and copyright

All written material, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with us, is our property and, where appropriate, our copyright. At the time of termination of your employment with us, or at any other time upon demand, you shall return to us any such material in your possession.

### Statements to the media

Any statements to reporters from newspapers, radio, television, etc. in relation to our business will only be given by the Marketing Team or the CEO.

### Inventions & discoveries

An invention or discovery made by you will normally belong to you. However, an invention or discovery made by you will become our property if it was made:-

- a. in the course of your normal duties under such circumstances that an invention might reasonably be expected to result from those duties;
- b. outside the course of your normal duties, but during duties specifically assigned to you, when an invention might reasonably be expected to result from these; and
- c. during the course of any of your duties, and at the time you had a special obligation to further our interests arising from the nature of those duties, and your particular responsibilities.

#### Use of social networking sites

Any work-related issue or material that could identify an individual who is a beneficiary/their family or work colleague, which could adversely affect the company and our relationship with any beneficiary/their family must not be placed on a social networking site. This means that work related matters must not be placed on any such site at any time either during or outside of working hours and includes access via any computer equipment, mobile phone or PDA. For clarity this does not include actions approved by the Marketing & Development Officer or CEO. Please refer to the Social Media Policy for further information.

#### Data Protection Act 1998

The above act was introduced to regulate personal data held either on computer or within a manual filing system. As an employer it is our responsibility to ensure that the documentation held is relevant, accurate and where necessary, kept up to date. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects under the Act. As an employee you will have the right, upon written request, to be told what personal data about you is being processed. You will also have the right to be informed of the source of the data and to whom it may be disclosed.

#### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: December 2022

## DATA BREACH NOTIFICATION POLICY

### Aim

YATI is aware of the obligations under the General Data Protection Regulation (GDPR) in relation to processing data lawfully and to ensure it is kept securely.

One such obligation is to report a breach of personal data in certain circumstances and this policy sets out our position on reporting data breaches.

### Personal data breach

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or processed.

The following are examples of data breaches:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a data controller or data processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen; alteration of personal data without permission; loss of availability of personal data.

### Investigation into suspected breach

In the event that we become aware of a breach, or a potential breach, an investigation will be carried out. The data protection lead member of staff will be notified and an investigation will be carried out by Alexis Keene, Theatre & Programme Manager, and Isobel Smith, CEO, who will make a decision over whether the breach is required to be notified to the Information Commissioner. A decision will also be made over whether the breach is such that the individual(s) must also be notified.

### When a breach will be notified to the Information Commissioner

In accordance with the GDPR, YATI undertakes to notify the Information Commissioner of a breach which is likely to pose a risk to people's rights and freedoms. A risk to people's freedoms can include physical, material or non-material damage such as discrimination, identity theft or fraud, financial loss and damage to reputation.

Notification to the Information Commissioner will be done without undue delay and at the latest within 72 hours of discovery. If we are unable to report in full within this timescale, we will make an initial report to the Information Commissioner, and then provide a full report in more than one instalment if so required.

The following information will be provided when a breach is notified:

- a) a description of the nature of the personal data breach including, where possible:
  - i) the categories and approximate number of individuals concerned; and ii) the categories and approximate number of personal data records concerned
- b) the name and contact details of the data protection lead member of staff where more information can be obtained;
- c) a description of the likely consequences of the personal data breach; and

- d) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

#### When a breach will be notified to the Information Commissioner

In accordance with the GDPR, YATI undertakes to notify the individual whose data is the subject of a breach if there is a *high* risk to people's rights and freedoms. A high risk may be, for example, where there is an immediate threat of identity theft, or if special categories of data are disclosed online.

This notification will be made without undue delay and may, dependent on the circumstances, be made before the supervisory authority is notified.

The following information will be provided when a breach is notified to the affected individuals:

- a) a description of the nature of the breach
- b) the name and contact details of the data protection lead member of staff where more information can be obtained
- c) a description of the likely consequences of the personal data breach and
- d) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

#### Record of breaches

YATI will record all personal data breaches regardless of whether they are notifiable or not as part of its general accountability requirement under GDPR. It will record the facts relating to the breach, its effects and the remedial action taken.

#### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: July 2023

## DATA MANAGEMENT POLICY

### Introduction

YATI needs to gather and use certain information about individuals. This can include information about students, their families, donors, suppliers, employees, artists and other people the organisation has a relationship with or may need to contact. This policy describes how this personal data must be collected, handled and stored to meet the organisation's data protection standards – and to comply with the law.

### Why this policy exists

This data management policy ensures YATI:

- Complies with data protection law and follows good practice
- Protects the rights of customers, students, and staff
- Is transparent about how it stores and processes individuals' data/protects itself from the risks of a data breach.

### Data protection law

The General Data Protection Regulation (GDPR) applies in the UK and across the EU from May 2018. It requires personal data shall be:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals;
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research or statistical purposes shall not be considered to be incompatible with the initial purposes;
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by GDPR in order to safeguard the rights and freedoms of individuals;
6. Processed in a manner that ensures appropriate security of personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
7. The controller shall be responsible for, and be able to demonstrate, compliance with the principles.

2. Who? People and responsibilities

YATI's Privacy Policy is publicly available and is published online on the website. Adults and students booking for classes and courses at YATI are provided with a link to the Privacy notice during the booking process.

The Data Protection lead member of staff for YATI is the CEO.

The Data Protection lead member of staff will take responsibility for managing all subject access requests in accordance with GDPR legislation and YATI's subject access request procedure. The office administration team will respond to routine deletion requests and queries from parents and guardians, students, stakeholders and data subjects about data protection related matters.

The relevant senior manager will check contracts and agreements with third parties that may handle YATI's data.

The CEO will approve all such contracts and agreements, including an evaluation of any third-party services the organisation is considering using to store or process data, to ensure their compliance with obligations under GDPR regulations

The Theatre & Programme Manager is responsible for ensuring all systems, services and equipment used for storing data meet acceptable security standards.

The Theatre & Programme Manager will ensure that regular checks and scans are performed to ensure security hardware and software is functioning properly

The Data Protection lead will ensure that all privacy notices reflect the lawful basis for fair processing, ensuring that intended uses are clearly articulated, and that data subjects understand how they can give or withdraw consent, or else otherwise exercise their rights in relation to the companies use of their data. The CEO and senior managers will ensure that such privacy notices are regularly reviewed.

The Board and CEO will maintain sufficient oversight to ensure that classes and courses, events, marketing, fundraising and all other initiatives involving processing personal information and/or contacting individuals abide by the GDPR principles

### 3. Scope of personal information to be processed

We collect the following data:

- names of individuals
- postal addresses of individuals
- email addresses
- telephone numbers
- online identifiers
- demographic information
- publicly available information for building profiles of donors and prospective donors
- some sensitive personal information e.g. medical information for classes and courses participants
- photographs, recordings and film that our students, with their or their responsible adult's explicit consent

For employees and job applicants we also collect:

- information gathered via the recruitment process such as that entered into a CV, covering letter or application form, references from former employers, details on education and work history.
- details relating to pay administration such as National Insurance numbers, bank account details and tax codes
- medical or health information
- information relating to an individual's employment with YATI, including
  - job title and job description
  - salary
  - wider terms and conditions of employment
  - details of formal and informal proceedings involving an employee such as letters of concern, grievance proceedings, annual leave records, appraisal and performance information

We collect information directly from users when they voluntarily submit their personal information to us. At certain parts of our web site, we provide the opportunity for users to make purchases and/or request information.

The majority of customer data is held on a CRM system run by a third party – Love Admin. Data is also held on YATI's own server including data relating to staff and volunteers, contracts and agreements with suppliers, artists, donation information and biographical research on donors and prospective donors. Some copies of contracts, funding agreements etc are held in physical filing systems in the offices of YATI.

Customers of YATI can access their own accounts on Love Admin (Join In) via our website. Once logged in, individuals can update their personal information and change their contact preferences. Individuals can also request that their details be updated or their contact preferences amended.

The Theatre & Programme Co-Ordinator provides training and oversight of data entry on Love Admin. Customer records relating to classes and courses history that have been inactive for more than 2 years will be reviewed and archived in a skeleton form.

The Marketing and Development Officer is responsible for the accuracy of donor and prospect records. Prospect records that have been inactive for more than 3 years are reviewed and archived in skeleton form. Donor records are kept for 10 years and will then be stored in a skeleton form if there has been no further activity.

The Theatre & Programme Manager maintains up-to-date records for current staff and volunteers. Information is archived in skeleton form 3 years after an individual has ceased to be involved with YATI. Details of individuals applying for vacancies at YATI are kept for 12 months before being destroyed.

YATI does not currently carry out any telephone marketing.

Relevant personal sensitive information is collected for children aged under-18 participating in classes and courses. This information is held on Love Admin and is shared with both teachers and assistants. Information is held for the duration of a student's enrolment in class and is deleted after 2 years of inactivity.

#### 4. Data Disclosures

The organisation may be required to disclose certain data/information. The circumstances leading to such disclosures include:

- a) disabled individuals - whether any reasonable adjustments are required to assist them at work;
- b) individuals' health data - to comply with health and safety or occupational health obligations towards the employee;
- c) for Statutory Sick Pay purposes;
- d) HR management and administration - to consider how an individual's health affects his, her or their ability to do their job;
- e) the smooth operation of any employee pension plans;
- f) to assist law enforcement or a relevant authority to prevent or detect crime or prosecute offenders or to assess or collect any tax or duty.

These kinds of disclosures will only be made when strictly necessary for the purpose.

#### 5. Data Processing

YATI currently has data processing agreements with the following organisations.

Name of Third Party	Purpose for processing data	Written contract and agreement in place	Date of agreement
Love Admin	CRM Database and classes/courses booking system	Yes	February 2023
Wix	Website and Merchant Services	Agreement in place	April 2023
Zettle	Merchant Services	Agreement in place	Autumn 2023

#### 6. Security measures

Employees are aware of their roles and responsibilities when their role involves the processing of data.

There are a number of physical security measures in place to protect digital and printed material, including:

- Virus protection
- Procedures for introduction of new software & hardware
- Firewalls, separate wifi networks for internal & external users
- Hierarchical folder structure with passwords; Password protected, encrypted and monitored CRM data

## 7. Data breaches

All data breaches will be recorded on our Data Breach Register. Where legally required, we will report a breach to the Information Commissioner within 72 hours of discovery. In addition, where legally required, we will inform the individual whose data was subject to breach.

More information on breach notification is available in our Data Breach Notification policy.

## 8. Profiling

YATI collects and maintains donor and prospective donor information, including contact details and information gathered from publicly available sources. We do this in order to aid our understanding of an individual's interests and to build a relationship, as well as to communicate our current activities and future plans, including any potential capital campaigns.

## 9. Subject access requests

All individuals who are the subject of data held by YATI are entitled to:

- Ask what information YATI holds about they and why
- Ask how to gain access to it
- Be informed how to keep it up-to-date
- Be informed how YATI is meeting its data protection obligations

YATI will respond to all subject access requests in accordance with its subject access request policy and procedure. A copy of the Subject access request policy is contained within the staff handbook and can be requested from the Data Protection lead.

## 10. The right to be forgotten

YATI's respects the rights of individuals to request that their data be removed. In such cases we undertake to retain only such information as may be necessary eg to maintain our donor records, records of prior courses/classe taken or where an individual has requested that they be added to a suppression list. In all such cases we will endeavour to maintain the minimum level of information required and anonymise data wherever possible.

## 11. Privacy notices

YATI aims to ensure that individuals are aware that their data is being processed, and that they understand:

- Who is processing their data
- What data is involved
- The purpose for processing that data
- The outcomes of data processing
- How to exercise their rights.

To these ends the organisation has a privacy statement, setting out how data relating to these individuals is used by the organisation, as well as a specific employee privacy statement. Our privacy statement is available on our website at [Privacy Policy | Yati \(youngactors.org.uk\)](https://youngactors.org.uk/Privacy-Policy) or individuals can contact YATI direct to request a hard copy of the statement.

## 12. Ongoing documentation of measures to ensure compliance

YATI recognises that meeting the obligations of the GDPR to ensure compliance is an ongoing process. The CEO and the Board of YATI regularly review this policy and how it is being put into practice.

Data protection is an ongoing part of our staff training.

### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: July 2023

## DISCIPLINARY POLICY & PROCEDURE

### Introduction

In the interests of YATI, the team who work within it and the members of the public who visit it is necessary to have a number of rules in place. The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be seen merely as a means of punishment. We reserve the right to amend these rules and procedures where appropriate.

Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust.

The following rules and procedures should ensure that:

- a. the correct procedure is used when requiring you to attend a disciplinary hearing;
- b. you are fully aware of the standards of performance, action and behaviour required of you;
- c. disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner;
- d. you will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case. On some occasions temporary suspension on contractual pay may be necessary in order that an uninterrupted investigation can take place. This must not be regarded as disciplinary action or a penalty of any kind;
- e. other than for an "off the record" informal reprimand, you have the right to be accompanied by a fellow employee at all stages of the formal disciplinary process;
- f. you will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct; and
- g. if you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding and the penalty.

### Disciplinary rules

It is not practicable to specify all disciplinary rules or offences that may result in disciplinary action, as they may vary depending on the nature of the work. In addition to the specific examples of unsatisfactory conduct, misconduct and gross misconduct shown in this handbook, a breach of other specific conditions, procedures, rules etc. that are contained within this handbook or that have otherwise been made known to you, will also result in this procedure being used to deal with such matters.

### Rules covering unsatisfactory conduct and misconduct

(These are examples only and not an exhaustive list.)

You will be liable to disciplinary action if you are found to have acted in any of the following ways:

- a. failure to abide by the general health and safety rules and procedures;
- b. smoking in designated non smoking areas;
- c. consumption of alcohol on the premises;
- d. persistent absenteeism and/or lateness;

- e. unsatisfactory standards or output of work;
- f. rudeness towards students, customers, members of the public or other employees, objectionable or insulting behaviour, harassment, bullying or bad language;
- g. failure to devote your time, attention and abilities to our business and its affairs during your normal working hours;
- h. unauthorised use of e-mail and internet;
- i. failure to carry out all reasonable instructions or follow our rules and procedures;
- j. unauthorised use or negligent damage or loss of our property;
- k. failure to report immediately any damage to property or premises caused by you;

#### Serious misconduct

Where one of the unsatisfactory conduct or misconduct rules has been broken and if, upon investigation, it is shown to be due to your extreme carelessness or has a serious or substantial effect upon our operation or reputation, you may be issued with a final written warning in the first instance.

You may receive a final written warning as the first course of action, if, in an alleged gross misconduct disciplinary matter, upon investigation, there is shown to be some level of mitigation resulting in it being treated as an offence just short of dismissal.

#### Rules covering gross misconduct

Occurrences of gross misconduct are very rare because the penalty is dismissal without notice and without any previous warning being issued. It is not possible to provide an exhaustive list of examples of gross misconduct. However, any behaviour or negligence resulting in a fundamental breach of contractual terms that irrevocably destroys the trust and confidence necessary to continue the employment relationship will constitute gross misconduct. The following are examples of offences that will normally be deemed as gross misconduct include serious instances of:

- a. theft or fraud;
- b. physical violence or bullying;
- c. deliberate damage to property;
- d. deliberate acts of unlawful discrimination or harassment;
- e. possession, or being under the influence, of illegal drugs\* at work;
- f. breach of health and safety rules that endangers the lives of, or may cause serious injury to, employees or any other person.

*\*For this purpose, the term 'drugs' is used to describe both illegal drugs and other psychoactive (mind-altering) substances which may or may not be illegal.*

### Disciplinary procedure

Disciplinary action taken against you will be based on the following procedure:

Offence	First occasion	Second occasion	Third occasion	Fourth occasion
Unsatisfactory conduct	Formal verbal warning	Written warning	Final written warning	Dismissal
Misconduct	Written warning	Final written warning	Dismissal	
Serious misconduct	Final written warning	Dismissal		
Gross misconduct	Dismissal			

We retain discretion in respect of the disciplinary procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service, you may not be in receipt of any warnings before dismissal, but you will retain the right to a disciplinary hearing and you will have the right of appeal.

If a disciplinary penalty is imposed it will be in line with the procedure outlined above, which may encompass a formal verbal warning, written warning, final written warning, or dismissal, and full details will be given to you.

In all cases warnings will be issued for misconduct, irrespective of the precise matters concerned, and any further breach of the rules in relation to similar or entirely independent matters of misconduct will be treated as further disciplinary matters and allow the continuation if the disciplinary process through to dismissal if the warnings are not heeded.

### Disciplinary authority

The operation of the disciplinary procedure contained, in the previous section, is based on the following authority for the various levels of disciplinary action. However, the list does not prevent a higher level of seniority progressing any action at whatever stage of the disciplinary process.

Person authorised to take disciplinary action in the case of:

	CEO	Other employees
Formal verbal warning	Chair of Trustees	CEO
Written warning	Chair of Trustees	CEO
Final written warning	Chair of Trustees	CEO
Dismissal	Chair of Trustees	CEO

#### Period of warnings

##### 1. Formal verbal warning

A formal verbal warning will normally be disregarded for disciplinary purposes after a three-month period.

##### 2. Written warning

A written warning will normally be disregarded for disciplinary purposes after a six-month period.

##### 3. Final written warning

A final written warning will normally be disregarded for disciplinary purposes after a twelve-month period.

#### General notes

- In exceptional circumstances, suspension from work without pay for up to five days as an alternative to dismissal (except dismissal for gross misconduct) may be considered by the person authorised to dismiss.
- Gross misconduct offences will result in dismissal without notice.
- You have the right to appeal against any disciplinary action.
- We reserve the right to allow third parties to chair any formal hearings.

#### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: July 2023

## DIVERSITY STATEMENT

YATI is committed to being an organisation that is open, accessible and welcoming for all, using the performing arts as a way of building connections, reaching those who need us the most and helping people fulfil their potential.

We are committed to providing equality of access to enable everyone to enjoy the same opportunities, be they student, visitor, staff member, volunteer or artist. We understand and value the differences in people and believe that harnessing these differences will create a fruitful cultural environment and an enriching life experience where people's talents can be fully utilised and developed. We recognise that those who visit, work and volunteer at YATI come from different cultural, ethnic, racial, socio-economic and gender backgrounds and have different religions, beliefs, nationalities, sexual orientations, gender identities, ages, physical and mental abilities.

We state on our website:

# Welcome

YATI is an inclusive organisation:  
a safe space for everybody and everyone.

Here, we promise every child and adult alike can be themselves, create and collaborate, have their passion nurtured, & feel their voice has been heard and respected. Whatever your background or experience, as a member of our community, we pledge to help you thrive.

We believe that everyone associated with YATI has a duty to uphold this commitment.

This statement should be read alongside the Equal Opportunities Policy.

## EQUAL OPPORTUNITIES POLICY

### Introduction

The aim of this policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation or a criminal record.

### To facilitate this we will:

- Ensure that the policy is circulated to any agencies/individuals responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
- Communicate with private contractors/freelance staff reminding them of their responsibilities towards the equality of opportunity.
- Implement the policy in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
- Maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

### Recruitment and selection

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Shortlisting and interviewing will be carried out by more than one person where possible.
9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she/they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any perceived prejudices of other staff.

### Recruitment of ex-offenders

As an organisation using the Disclosure and Barring Services (DBS) and/or Disclosure Scotland to assist in assessing applicant's suitability for positions of trust, the organisation undertakes to treat all applicants for all posts fairly. The organisation will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

1. A disclosure is only requested where it is legally required or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful candidate, all applicants will be made aware of this at all stages of the recruitment process.
2. Where disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. Unless the nature of the position allows the organisation to ask questions about a candidate's entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
3. We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
4. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that may be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer or termination of employment.
5. We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.
6. Having a criminal record will not necessarily bar an applicant from working for us. This will depend on the nature of the position and the circumstances and background of the offences.

### Training and promotion

1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion will be in line with this policy.

### Monitoring

1. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
2. Monitoring may involve:
  - i the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
  - ii the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
  - iii recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

#### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: July 2023

## FLEXIBLE WORKING POLICY & PROCEDURE

### Introduction

YATI recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities. In turn it recognises that staffing levels must at all times remain in line with the demands of the business.

This policy statement aims to set out the ways in which flexible working can increase staff motivation, build better relationships between the organisation and its employees, increase the rate of retention of staff, reduce absence, attract new talent, promote work-life balance and reduce employee stress, and in doing so improve YATI's efficiency, productivity and competitiveness. It provides a description of the issues involved, taking into account the possible benefits of each kind of flexible working to both employees and the Company, but also raising possible drawbacks and areas of potential concern.

The policy statement considers the following options, but the Company recognises that there may be alternatives, and that the working pattern that may suit any particular individual could be a unique one involving a combination of options:

- job-sharing;
- part-time working;
- annualised hours;
- compressed hours; □ flexitime;
- term-time working;
- swapping hours;
- voluntary-reduced working time;
- working from home; □ career breaks;
- flexible shift working.

### The business need

Although YATI is committed to providing the widest possible range of working patterns for its workforce, both management and employees need to be realistic and to recognise that the full range of flexible working options will not be appropriate for all jobs across all areas of the business.

Where an instance of flexible working is proposed, the organisation will need to take into account a number of criteria including (but not limited to) the following:

- the cost of the proposed arrangement;
- the effect of the proposed arrangement on other staff;
- the level of supervision that the post-holder requires;
- the structure of the department and staff resources;
- other issues specific to the individual's department;
- an analysis of the tasks specific to the role, including their frequency and duration; □ an analysis of the workload of the role.

### Eligibility

Although it is recognised that not all of the flexible working patterns considered will be suitable for all sections of the Company's workforce, there should be no arbitrary barriers. Employees in all areas and levels of the Company will be considered for flexible working regardless of their age, sex, sexual orientation, race, or religion or belief, or whether they have a disability, their level of seniority, their current working pattern, or whether they are employed on a permanent or fixed-term basis.

However, there is no automatic right for employees to change to any of the flexible working patterns - each application will be considered on the basis of the particular work involved and any detrimental effect the change could have on individual, team or business performance.

### Right to request flexible working

Employees must have 26 weeks' continuous service to make a statutory request for flexible working. Employees must not have made a request for flexible working within 12 months previous to the date of their request. While it is the Company's policy to be flexible on working patterns for all its employees, in order to ensure that it is complying with its legal obligations concerning the right to request flexible working, there may be situations where precedence has to be given to those who are eligible for this right.

### Procedure

An application must:

- a. be made in writing and state that it is such an application;
- b. state whether a previous application has been made under this procedure and, if so, when;
- c. specify the change applied for and the date on which it is proposed the change should become effective;
- d. explain what effect, if any, the employee thinks making the change applied for would have on the employer and how, in the employee's opinion, any such effect might be dealt with;
- e. be dated.

The application must also state whether the variation requested is made in pursuance of a reasonable adjustment under the disability discrimination provisions of the Equality Act 2010.

### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: March 2024

## GRIEVANCE POLICY & PROCEDURE

### Introduction

It is important that if you feel dissatisfied with any matter relating to your employment at YATI you should have an effective means by which such a grievance can be aired and, where appropriate, resolved.

Nothing in this procedure is intended to prevent you from informally raising any matter you may wish to mention. Informal discussion can frequently solve problems without the need for a written record. However, if you wish to raise a formal grievance you should normally do so in writing from the outset.

You have the right to be accompanied at any stage of the procedure by a fellow employee who may act as a witness or speak on your behalf to explain the situation more clearly.

### Procedure

1. If you feel aggrieved at any matter relating to your work (except personal harassment, for which there is a separate procedure), you should raise the matter with your line manager, explaining fully the nature and extent of your grievance.
2. You will then be invited to a meeting at a reasonable time and location at which your grievance will be investigated fully. You must take all reasonable steps to attend this meeting. You will be notified of the decision, in writing, normally within ten working days of the meeting, including your right of appeal.
3. If you wish to appeal, you must inform the CEO within five working days. You will then be invited to a further meeting, which you must take all reasonable steps to attend. As far as reasonably practicable, the organisation will be represented by a more senior manager than attended the first meeting (unless the most senior manager attended that meeting). Following the appeal meeting you will be informed of the final decision, normally within ten working days, which will be confirmed in writing.

We reserve the right to allow third parties to chair any formal hearings.

### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: July 2023

## HEALTH AND SAFETY POLICY

### Introduction

At YATI we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our organisation.

YATI recognises its duty to make regular assessment of the hazards and risks created by the activities of our organisation.

We also recognise our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions
- to provide adequate control of the health and safety risks so identified
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure the safe handling and use of substances
- to provide information, instruction, training where necessary for our workforce
- taking account of any who do not have English as a first language
- to ensure that all workers are competent to do their work, and to give them appropriate training
- to prevent accidents and cases of work-related ill health
- to actively manage and supervise health and safety at work
- to have access to competent advice
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy
- to provide the resource required to make this policy and our Health and Safety arrangements effective.

We also recognise:

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work

### Training

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by providing appropriate training.

**Review**

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: July 2023

## MATERNITY POLICY & PROCEDURE

### Introduction

All pregnant employees are entitled to a total of 52 weeks maternity leave, irrespective of their length of service. We have set out below all of your rights and obligations should you become pregnant. We would ask that you notify us as soon as possible of your pregnancy so that we can ensure you are fully aware of all your entitlements and obligations and also so that we can take any necessary steps to ensure the health and safety of both yourself and your unborn child whilst you are at work.

### Ante-natal care

- You are entitled to paid time off during normal working hours to receive ante-natal care. Ante-natal care can include not only medical examinations, but also relaxation and parent-craft classes.
- Other than for the first appointment, you must produce both a certificate confirming that you are pregnant and an appointment card (or similar document) from a registered medical practitioner, or a registered midwife, in the case of medical examinations or relaxation classes, or from a registered health visitor in the case of parent-craft classes, showing that an appointment has been made.

### Maternity leave

You are entitled to the following maternity leave; 52 weeks in total, broken down as follows:

- 26 weeks' Ordinary Maternity Leave. You are not permitted to work for 2 weeks immediately after your baby is born, this is called Compulsory Maternity Leave.
- Additional Maternity Leave that starts immediately after Ordinary Maternity Leave and continues for a further 26 weeks.

Maternity leave can commence at any time after the 11th week before the expected week of childbirth, and may commence as late as the day after the birth of your baby. In order to take advantage of the right to maternity leave you must give us the proper notifications. These are outlined below under the heading 'Notice Requirements'.

### Notification requirements

We would urge you to notify us as soon as possible of your pregnancy to enable us to ensure that, where appropriate, any reasonable steps are taken to ensure the safety of yourself and your unborn child and that you are not subject to any unnecessary risks.

To qualify for maternity leave you must, no later than the end of the 15th week before the expected date of childbirth or, if that is not reasonably practicable, as soon as is reasonably practicable notify us, in writing of the following:

- a. your pregnancy;
- b. expected week of childbirth (EWC); and
- c. the date on which you intend your ordinary maternity leave period to start.

In addition, you must supply us with a copy of your MATB1 form from a registered medical practitioner or registered midwife stating the EWC.

If you wish to vary the date on which you intend your OML to start, you must notify us of the new date at least 28 days before the new date or, if that is not reasonably practicable, as soon as is reasonably practicable.

#### Commencement of leave

- The earliest date that you can start maternity leave is the beginning of the 11th week before the EWC.
- The latest date that you may work up to is the birth of your child unless your leave is triggered by pregnancy related absence (see below).
- Compulsory maternity leave commences on the day after the childbirth occurs. Its purpose is to ensure that you have at least two weeks' leave after the birth of your baby.
- There are two incidences in which the maternity leave period is triggered automatically:
  - a. *Where childbirth occurs before the maternity leave period would otherwise commence.*  
In the event of premature birth you are not required to notify us of the date on which you intend to take your leave, but must inform us as soon as is reasonably practicable after the birth, of the date on which you gave birth. Your maternity leave period will begin automatically on the day following the date of the birth.
  - b. *If you are absent from work, wholly or partly due to your pregnancy, after the beginning of the fourth week before the EWC.*  
If you are absent from work after the beginning of the fourth week before the EWC, wholly or partly due to your pregnancy, then again you must notify us as soon as reasonably practicable that you are absent for that reason and the date on which your absence began. Your maternity leave period will begin automatically on the day following the first day of such absence.
- Once you notify us of the date on which you intend to commence your maternity (or have commenced) we will write to you within 28 days, notifying you of the date on which you are due to return to work after the end of your additional maternity leave.

#### Changing your return to work date

- If you decide to return to work before the end of the date notified for additional maternity leave you must give us at least 8 weeks' notice of the new date on which you intend to return. For example, if you only wish to take the 26 weeks' ordinary maternity leave or the 39 weeks paid maternity leave, you must give us 8 weeks' notice of your intended return date.
- If you attempt to return to work without giving the required notice we will postpone your return to a date that will ensure that there has been 8 weeks' notice of that return, or the original date of return, whichever is the lesser period of time.

#### Returning to work

- If you are returning to work at the end of additional maternity leave, you simply present yourself for work at the end of that period.
- If you return to work at the end of your ordinary maternity leave you are entitled to return to the same job, with the same terms and conditions, in which you were employed before your absence.
- If you return to work after a period of additional maternity leave, you are entitled to return to the same job in which you were employed before your absence or, if that is not reasonably

practicable, to another job which is both suitable and appropriate for you in the circumstances on terms no less favourable.

#### Keeping in touch days

- You may by mutual agreement, work for up to 10 days during your maternity leave period (but not during the compulsory maternity leave period) without losing statutory payments for that week, or ending your entitlement to leave.
- For this purpose any work carried out on any day, even just an hour's work, is deemed to constitute "a day's work". Any days' work done under this provision will not have the effect of extending the total duration of the maternity leave period.
- Payment in respect of these 'keeping in touch' days will be agreed beforehand.

#### Maternity pay

- Dependent upon your length of service, you may be entitled to Statutory Maternity Pay. If you do not qualify for such a payment, you may, dependent upon your circumstances, be eligible to receive allowances from the appropriate government departments.
- Eligibility
 

You will qualify for Statutory Maternity Pay (SMP) if you meet the following criteria:

  - a. you been continuously employed by us for at least 26 weeks continuing into the 15th week before the week the baby is due.
  - b. Your average weekly earnings are not less than the lower earnings limit relevant for National Insurance purposes.
  - c. you are still pregnant at the 11th week before the EWC or have given birth by that time.
  - d. You have complied with the relevant notification requirements, as detailed above.

#### Length of pay period

- The period for which SMP may be paid is called the maternity pay period. The maternity pay period may start at any time from the start of the 11th week before the EWC and can continue for up to 39 weeks, even if you do not intend to return to work.
- The starting date of the maternity pay period will usually be agreed between the employer and the employee however the final decision is yours. The maternity pay period and SMP can start on any day of the week. However:
  - a. if you work up to the birth, the maternity pay period and SMP will start from the day following the date of the birth;
  - b. if you are absent from work because of a pregnancy related reason on, or after, the start of the fourth week before the EWC, the maternity pay period will start on the day following the first day you are off work for that reason; and
  - c. if you are absent on sick leave with an illness which is not pregnancy related, the maternity pay period will start as notified or from the date following the date of birth whichever is the earlier.

#### Amount of Payment

Payment will be made at the rate of 90% of your normal salary (or standard rate SMP whichever is the greater) for the first 6 weeks of leave and then up to 33 weeks at the Standard Rate SMP.

#### The baby is born early or late

- If your baby is born before the maternity pay period is due to start, the pay period will begin from the day following the date of birth.
- If your baby is born before you have given us a maternity certificate, you must, if reasonably practicable, provide us with medical evidence of the date the baby was born within 28 days.
- If your baby was born early and the maternity pay period has started, SMP will be paid in the normal way until the liability ends as if the baby had been born in the EWC.
- If the baby is born after the EWC, the maternity pay period is not affected.

#### The baby is stillborn

- In the unfortunate event that a baby is stillborn before the 25th week of the pregnancy, i.e. earlier than the 16th week before the EWC, SMP is not payable.
- If a baby is stillborn after the start of the 16th week before the EWC, SMP will be paid as it would for a live birth.

#### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: March 2024

## PARENTAL LEAVE POLICY & PROCEDURE

### Introduction

The purpose of parental leave is to care for a child. This means looking after the welfare of the child and that can include making arrangements for the good of the child.

Caring for a child does not necessarily mean being with the child 24 hours a day. The leave might be taken simply to enable parents to spend more time with young children. The following are examples of the way leave might be used:

- a. spend more time with the child in early years;
- b. accompany the child during a stay in hospital;
- c. investigate new schools;
- d. settle the child into new child care arrangements; or
- e. enable the family to spend more time together, for example, when taking the child to stay with grandparents.

Parental leave is unpaid. The right to statutory parental leave is an individual right so both parents are entitled to statutory parental leave for each child, i.e. a parent with two children under the age of eighteen would be entitled to a total of 36 weeks parental leave (2 x 18 weeks).

### Eligibility and entitlement

- To qualify for parental leave you must have completed one year's continuous employment with us.
- You are entitled to take up to 18 weeks' unpaid parental leave up to the child's 18th birthday (subject to a maximum of four weeks in any one year).

### Notification of requirement

- You must make your request for parental leave a minimum of 21 days before you would like the leave to start. You must give notice of the exact day on which you wish your parental leave to start.
- Fathers who wish to take parental leave straight after the baby is born, or prospective adoptive parents who want to take parental leave straight after the child is placed with them for adoption, must give 21 days' notice of the expected week of childbirth or the expected week of adoption.
- Leave cannot be taken in blocks of less than a week (unless the child is disabled) and you cannot take more than four weeks leave in respect of any individual child during a particular year.
- If the child is disabled you will have the flexibility to take leave a day at a time if you wish.

### Dealing with your request

- We may postpone your request for parental leave when the leave would, in our view, unduly disrupt the operations of the business, or organisation, or if you do not give the appropriate notice. If we do feel it necessary to postpone the date upon which the leave is taken we will supply in writing and within seven days of receipt of your request, our reasons as to why the leave has been postponed.
  - a. We will not delay the leave for more than six months.

- b. We will not postpone parental leave in respect of a father wanting leave immediately after the birth of a child, or for individuals who require leave immediately after the date that an adoptive placement takes place, as long as the appropriate notice requirements are given.
- We may ask for evidence to support your request for the parental leave.
- Parental leave is an individual right and is not transferable, this means that both parents will be able to take up to 18 weeks' leave if both are working, but they will not be able to add together their leave entitlements so that one parent can take more than 18 weeks and the other less.

#### Right to return

- If you return to work after an isolated period of parental leave lasting four weeks or less, or after a period of parental leave lasting four weeks or less which consecutively followed another period of statutory leave (eg holidays, paternity leave etc.) and which did not include any period of additional maternity leave, or additional adoption leave, you are entitled to return to the job in which you were employed before your absence.
- If you return to work after a period of parental leave lasting more than four weeks, or after a period of parental leave lasting four weeks or less, which did consecutively follow a period of additional maternity leave or additional adoption leave, you are entitled to return from leave to the job in which you were employed before the absence or, if that is not reasonably practicable, to another job which is both suitable and appropriate for you in the circumstances.

#### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: March 2024

## PATERNITY POLICY & PROCEDURE

### Introduction

If your partner becomes pregnant you may be entitled to take time off work for various reasons, and this policy explains what your rights are.

### Ante natal appointments

- Regardless of your length of service, you have the right to take time off to accompany your partner to ante natal appointments. An ante-natal appointment is one which has been made on the advice of a registered medical practitioner, nurse or midwife. Under this right, you are entitled to take time off to attend a maximum of 2 ante-natal appointments, to a maximum of 6.5 hours per appointment. This time is unpaid.
- We may ask you to provide a declaration stating, the date and time of the appointment; that you qualify for the time off in terms of your relationship with the mother of the child or the child, and that the time off is for the purpose of attending the ante natal appointment. □ You must be:
  - a. the father of the child;
  - b. the husband, civil partner or partner of the mother;
- The right applies whether the baby was conceived naturally or via donor insemination.

### Ordinary paternity leave

- You must have been continuously employed by us for a period of at least 26 weeks by the end of the 15th week before the expected week of the child's birth or, in the case of an adopted child, for at least 26 weeks leading into the week in which the adopter is notified of being matched with a child.
- You must be the father of the child, or be married to, or the civil partner or "partner" of, the child's mother or adopter. "Partner" in relation to a child's mother or adopter means a person (whether of a different sex or the same sex) who lives with the mother, or adopter, and the child in an enduring family relationship but is not a relative of the mother or adopter (a relative is defined as a parent, grandparent, sister, brother, aunt or uncle).
- You must have, or expect to have, responsibility for the upbringing of the child.
- Only one period of leave is available irrespective of whether more than one child is born as a result of the same pregnancy or adopted as part of the same arrangement.

### Notification requirements

- You are required to give us notice, in writing, of your intention to take paternity leave.
- The notice must be given in or before the 15th week before the expected week of the child's birth or, in the case of an adopted child, no more than seven days after the date on which the adopter was notified of having been matched with a child. In a case where it is not reasonably practicable for you to give notice in accordance with the above, it should be given as soon as is reasonably practicable.
- The notice must specify:
  - a. if applicable, the date on which the adopter was notified of having been matched with the child;
  - b. the expected week of birth or placement for adoption;
  - c. whether you wish to take one or two weeks' leave; and
  - d. when you want your leave to start.

- You must also give us a signed declaration as to the purpose of the absence and that the eligibility conditions have been met.
- You are able to change your mind about the date on which you want your leave to start providing you notify us at least 28 days in advance, unless this is not reasonably practicable.
- You must give us a further notice, in writing, as soon as is reasonably practicable after the child's birth or placement for adoption, of the date on which the child was born or placed.

#### Shared parental leave

- You may be entitled to take shared parental leave if both you and your partner meet the eligibility criteria. Shared parental leave enables you and your partner to divide almost a year's leave between you after the child is born/adopted and gives you more flexibility over who will take leave and when. If you choose to take shared parental leave, you are still entitled to take ordinary paternity leave.
- If you would like more information on shared parental leave, please speak with your line manager.

#### Commencement and duration of leave

- Leave may only be taken during the period beginning with the date of the child's birth or placement and ending 56 days after that date or, in a case where the child is born before the first day of the expected week of birth, 56 days after that day.
- Subject to the above, you can choose to begin your leave:
  - a. on the date on which the child is born or placed with the adopter;
  - b. from a specified chosen number of days/weeks after the date of the child's birth/placement (whether this is earlier or later than expected); or
  - c. from a specified predetermined date which is later than the first day of the expected week of the child's birth or expected date of placement.
- Leave can start on any day of the week and you can choose to take a block of either one week or two consecutive weeks. You cannot choose to take two separate single week blocks.
- During paternity leave you are entitled to the benefit of your normal terms and conditions of employment, except wages or salary, and you are bound by any obligations arising under those terms and conditions except in so far as they are inconsistent with the right to paternity leave. Most employees will be entitled to statutory paternity pay whilst on paternity leave.

#### Returning to work

- If you return to work following an isolated period of paternity leave; or a period of parental leave of no more than four weeks, you are entitled to return to the job in which you were employed before the absence. In addition, seniority, pension and similar rights should be as they would have been had the absence not occurred, and other terms and conditions should not be less favourable than those which would have applied had the absence not occurred.

#### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: March 2024

## PERSONAL HARASSMENT POLICY AND PROCEDURE

### Introduction

Harassment or victimisation on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable.

Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.

We recognise that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees. We have published these procedures to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.

We recognise that we have a duty to implement this policy and all employees are expected to comply with it.

### Examples of personal harassment

Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:

- a. insensitive jokes and pranks;
- b. lewd or abusive comments about appearance;
- c. deliberate exclusion from conversations;
- d. displaying abusive or offensive writing or material;
- e. unwelcome touching; and
- f. abusive, threatening or insulting words or behaviour.
- g. cyberbullying

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

### Procedure

#### Complaining about personal harassment

##### 1. Informal complaint

- We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a

confidential helper. This person cannot be the CEO, who will be responsible for investigating the matter if it becomes a formal complaint.

- If you are the victim of minor harassment, you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

2. Formal complaint

- Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the CEO as a formal written complaint and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:
  - a the name of the alleged harasser;
  - b the nature of the alleged harassment;
  - c the dates and times when the alleged harassment occurred;
  - d the names of any witnesses; and
  - e any action already taken by you to stop the alleged harassment.
- On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension on contractual pay until the matter has been resolved.
- The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by your confidential helper or another work colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.
- On conclusion of the investigation which will normally be within ten working days of the meeting with you, the decision of the investigator detailing the findings will be sent, in writing, to you.
- You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

#### General Notes

1. If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal by using our disciplinary appeal procedure.
2. If you bring a complaint of harassment you will not be victimised for having brought the complaint. However, if it is concluded that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

## Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: July 2023

## REDUNDANCY POLICY

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### **1. Introduction**

It is Young Actors Theatre Islington (hereby known as YATI) aim to ensure, as far as possible, security of employment and to avoid redundancies for our employees by means of effective forward planning.

From time-to-time circumstances such as the availability of work, technology change and organisational requirements may affect staffing needs, and therefore reductions or changes in staffing levels may have to be considered. In that event, the provisions of this policy will be applied. It is also recognised that the nature of third-sector funding is such that funding may not be renewed, or unexpected economic conditions or changes can have an adverse effect on funding levels.

This policy meets the requirements of all relevant employment legislation.

This policy applies to all staff, in all staff categories, on both open-ended and fixed-term contracts. However, note that statutory redundancy benefits are only open to staff with a continuous length of service of two years or more.

The purpose of this policy is to ensure that, wherever staffing reductions are considered necessary:

- All staff who are affected by the anticipation of a redundancy situation are given fair and equitable treatment;
- Wherever practicable, redundancies are avoided; where this is not practicable, matters are handled in a fair and reasonable way; consultation with the trade union representation (if applicable) and staff happens in good time and ways are sought to avoid compulsory redundancies through redeployment, where possible.

### **1.1 Measures for minimising or avoiding compulsory redundancy.**

YATI will try to find all possible means for minimising or avoiding compulsory redundancy, such as:

- Inviting applications for voluntary redundancy;
- Inviting applications for early retirement;
- Placing restrictions on recruitment, where this is appropriate;
- Reducing or restricting temporary staff or agency workers or short-term contract staff;
- Restricting overtime as far as is practicable.

There is no obligation for YATI to take any particular measure as detailed above, and the use of such measures may be limited by the particular financial or organisational situation of YATI. YATI will take into account the need to retain the balance of skills and experience amongst employees necessary to meet future organisational requirements.

### **2. What is redundancy?**

The Employment Rights Act 1996 says that redundancy occurs when:

- the employer has ceased, or intends to cease, to carry on the business for the purposes for which the employee was employed.
- the employer has ceased, or intends to cease, to carry on the business in the place where the employee was employed.

Or

- the requirement of that business for employees to carry out work of a particular kind, or for employees to carry out work of a particular kind in the place where the employee was employed, has ceased, or diminished or is expected to cease or diminish.

The reduced need for work may arise through lack of demand, lack of funding, reduction in income or a decision by YATI.

### **3. Voluntary redundancy**

In some circumstances where a redundancy situation exists, and in order to minimise the need for compulsory redundancies, YATI may invite employees to apply for voluntary redundancy within a timescale that will be specified on each occasion. YATI however reserves the right to refuse such applications.

Whether or not additional payments will be offered in relation to voluntary redundancies will be a matter for the Trustee Board to decide on each occasion.

#### **4. Consultation**

YATI, through the Chief Executive (this may also be another senior member of staff), will carry out the consultation required. If necessary, YATI will meet both the collective consultation requirements, and in all cases of redundancy will meet the individual consultation requirements.

##### **4.1 Collective consultation**

The minimum statutory consultation period will be in accordance with relevant legislation: where it is proposed that between 20 and 99 staff are dismissed within 90 days or less, collective consultation with any trade union recognised by YATI and employee representatives from non-unionised staff will begin at least 30 days before the first of any individual redundancies takes place.

Collective and individual consultation must be completed prior to any notice of redundancies being issued.

Information disclosed as part of this collective consultation process shall be in writing and shall include:

- The reasons why staff affected may be at risk of redundancy.
- The names and departments, grades and job titles of posts at risk.
- The total number of employees of this job title employed by the YATI.
- The proposed method of selecting from the post holders who are at risk.
- The method of calculating the redundancy payments.
- Alternatives to redundancies and ways of mitigating redundancies.

##### **4.2 No statutory collective consultation**

Where fewer than 20 staff are affected by a restructuring or redundancy situation in any 90-day period, then YATI will follow individual consultation processes.

##### **4.3 Individual consultation**

Individual consultation with all staff affected must take place in any redundancy situation and staff will be offered the right to be accompanied to meetings by either a trade union representative or work colleague. The individual consultation period will be at least one week; however this can be shortened to two working days in critically financial times.

Consultation letters will be given to individual employees at the meeting and will contain the following information:

- The purpose of the meeting;
- The anticipated number of redundancies and the reasons for making redundancies;
- How YATI identified the posts selected as at risk;
- Any selection criteria;
- Possible suitable alternative employment;
- The timescale;

- Invitation for voluntary redundancies, if offered;
- The right to be accompanied to the meeting.

In addition, YATI will aim to keep all staff informed about general events but will not disclose personal and confidential information.

## 5. Selection of posts to place at risk of redundancy

Where a group of posts has been selected as a “redundancy pool”, YATI will select individual posts for redundancy from that pool in a fair and reasonable manner. Where individual posts are placed at risk of redundancy a rationale for this will be given.

## 6. Redeployment

There are enhanced protections afforded to pregnant employees, employees on family friendly leave and employees who have returned from family friendly leave who are selected for redundancy, they are entitled to be offered a suitable alternative vacancy, if one is available, giving them priority protection against dismissal (provided they meet the eligibility criteria). Those who meet the eligibility criteria have additional and enhanced rights against having their employment terminated for redundancy purposes.

### Eligibility:

1. The protection rights include pregnant employees.
2. The protection rights include maternity returners (for 18 months after the birth of a child)
3. The protection rights include adoption leave returners (for 18 months after the child is placed with the employee for adoption)
4. The protection rights include those on shared parental leave (for 18 months after the child was born or placed with the employee for adoption) provided that the employee has taken 6 or more weeks of SPL. If they have not taken 6+ weeks of consecutive SPL the protection applies only to the period they are on SPL.

This policy does not prevent pregnant employees or those on or returning from maternity, adoption or SPL being selected for redundancy or being made redundant. It gives them priority over any suitable alternative vacancies, if any exist. A vacancy will be suitable alternative employment if the employee meets the requirements for the job and **has the appropriate skill and experience sought**, and where the terms of the position are commensurate to their previous role. Factors such as **status, responsibility, pay, hours, place of work** will be relevant when comparing the alternative employment to their previous role.

## 7. Suitable alternative posts

If there are more employees at risk of redundancy then vacancies- YATI will invite all those at risk of redundancy to apply for any suitable alternative posts available. Individuals in posts at risk of redundancy can apply for any suitable alternative post and will be selected

for interview depending on how well they meet the person specification for the new post. The selection will then be by competitive interview. Posts will be filled from the higher levels in the organisation first and then by moving down a grade at a time.

## **8. Trial periods**

If suitable alternative work is offered and the employee accepts it, and if the new contract starts as soon as the old contract ends or within four weeks of the termination, then continuous service will apply. If suitable work is offered and the employee unreasonably refuses it, they lose the right to redundancy pay.

If the alternative employment differs in any significant way from the previous contract, the employee has the right to a trial period of four weeks. The four-week trial period can be extended for retraining purposes by an agreement in writing which specifies the date on which the trial period ends and sets out the employee's terms and conditions after it ends.

In the event of unsatisfactory performance during the trial period, the employee will be made redundant. The employee also has the right to leave and be treated as redundant at the end of the agreed trial period. If the employee works beyond the trial period, any redundancy entitlement will be lost because the employee will be deemed to have accepted the new employment.

## **9. Time off to look for new work or training**

YATI recognises that redundancy is a stressful and difficult experience and is committed to providing support to those employees who face redundancy. Any staff member who is under notice of redundancy will be given a reasonable amount of paid time off to look for another job. This must be arranged with either their line manager or the Chief Executive.

YATI may also provide support by providing career coaching. Other supportive measures such as advice on job-hunting techniques as well as guidance on CVs, application forms and interview techniques may be offered by YATI.

## **10. Redundancy payments**

Employees are eligible for statutory redundancy pay if all of the following apply:

- They have been continuously employed by YATI for more than two years on the relevant date (the date on which notice of termination expires).
- They will be dismissed for reasons of redundancy.

## 10.1 What are the payments?

The amount of statutory redundancy pay depends on the employee's age during the period of continuous service, length of service and weekly pay. The statutory redundancy payment will be subject to the limit applicable at the time.

The Employment Rights Act 1996 says that an employee who is made redundant will receive:

- Half a week's pay for each year worked before their 22<sup>nd</sup> birthday.  
plus
- One week's pay for each year worked between their 22<sup>nd</sup> and 41<sup>st</sup> birthday.  
plus
- One and a half week's pay for each year worked after their 41<sup>st</sup> birthday.

When calculating redundancy pay, only the most recent 20 years of continuous service is taken into account.

The maximum number of weeks relates to the employee's age and completed years of continuous service as at the date the notice period would expire. All redundancy payments up to £30,000 are tax free.

## 10.2 What is a week's pay?

An employee's weekly pay is the average they earned per week over the 12 weeks before the day they got their redundancy notice.

A week's pay is that which an employee is entitled to under their terms of the contract at the "calculation date". The calculation date is the date on which the employer gives the employee the minimum notice to which they are legally entitled. The statutory redundancy payment is not taxable, however any monies paid in respect of salary and benefits may be.

## 11. Notice

Any member of staff affected by redundancy will be given contractual or statutory written notice of redundancy, whichever is the greater.

Where an employee has leave or time off in lieu owing to them they may be required to take this time off during the notice period.

### 11.1 Continuous employment

An employee's period of continuous employment is reckoned in complete years, starting with the first day of work and ending with the "relevant date". The relevant date is defined as the date on which the notice given to the employee expires; that is, normally the date on which the job or employment contract ends.

## **11.2 Payment of monies**

This will be paid within the YATI's standard pay periods.

## **12. Appeals**

Where an employee is not satisfied with a decision made **which is related to an unfair application of the selection criteria** concerning their post being made redundant, they should use the procedure below. Appeals can not be lodged for any other ground.

When lodging an appeal, the employee should state the grounds of appeal and they must provide written notice of the appeal within five days of being informed of the redundancy decision.

Appeal meetings will where possible take place within fifteen days of receipt of the employee's written notice of appeal.

The Chief Executive (or Trustee) will consider any representations made by the employee and those of the manager who finalised the redundancy decision.

The Chief Executive (or Trustee) must decide on the basis of both sets of representations, together with any subsequent facts that may have come to light, whether or not to uphold the redundancy dismissal. In the event that the Chief Executive finds for the employee, they shall remove the redundancy dismissal. In the event that the Chief Executive does not accept the representations made by or on behalf of the employee, the Chief Executive must uphold the dismissal.

Upon completion of the appeal, the person conducting the meeting will convey their decision to the employee. The decision will be confirmed in writing within five working days. YATI's decision at the appeal stage is final.

The contractual redundancy notice period will continue to run during the appeal process from the date that the employee received the redundancy notice.

### **Review**

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: November 2024

## SABATICAL AND CAREER BREAK POLICY

A sabbatical or career break is a great way to take time out to do something you love, like travelling or pursuing a personal interest, without having to leave a job you love.

### *Am I eligible?*

You can request a sabbatical or career break if you have over two years' service. It's unpaid and can be taken for a minimum of four weeks and a maximum of 12 months, though this will be on a strictly discretionary basis. Your manager will discuss your request with you, and whether it's agreed and for how long will always be at their discretion, taking into account the operational needs of your business area.

### *Things to consider*

- **Holiday:** You'll need to take any unused holiday before you go on sabbatical and you'll only accrue statutory holiday while you're away. You'll need to take any outstanding holiday before the end of the relevant holiday year.
- **Pay increase:** Any pay increase implemented/awarded during the sabbatical/career break will only be applied when you get back and will be effective from the date you return.
- **Pension:** The impact on your pension will depend on the scheme you're in. Please speak to your pension provider to find out more.

### *Other points to consider*

Your job will be open for you to come back to, unless there are any changes to the business that may affect your role, in which case you'll be notified as soon as possible. If you decide not to come back you'll need to hand in your notice in writing. The terms and conditions in your contract of employment will still apply.

When you return from your sabbatical, all the terms in your contract will resume with no loss of continuity of service. You can't work for a third party while you're on sabbatical unless it's been agreed with your manager beforehand, which will only be in exceptional circumstances. Any restrictive covenants set out in your employment contract will still apply.

You will need to return all your electronic equipment, including your laptop on or before your last working day prior to your sabbatical starting. Try to keep in touch with your line manager, even if it's just a monthly email to let them know how you're getting on. Also, give them your contact details before you go so they can contact you while you're away if they need to.

### *How to request*

Have a conversation with your manager about your plans and then submit a formal request to them in writing clearly stating the length of sabbatical/career break requested. Managers should look at requests on a case-by-case basis and consider how your work and responsibilities will be covered while you're off and the impact of you being away. You will also need to think about what will happen when you return.

Your manager will discuss the request with the CEO and then accept or deny your request formally in writing. Your manager will get in touch with you to ensure you are clear on what will happen to your pay and benefits while you are away from work.

**Review**

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: March 2024

## SAFEGUARDING AND CHILD PROTECTION POLICY

### 1. Policy Statement

Young Actors Theatre is a charity and community building in Islington that combines performing arts provision and an agency, and which operates with a strong welfare focus. The main activity at YATI is providing drama classes for over 800 children and young people aged 4-25 within their spaces.

The core charitable aim of Young Actors Theatre Islington is:

- To promote and advance the education of children and young people, particularly in the art of drama, by means of giving instruction in and promoting a study practice programme and teaching of all subjects connected with theatre and drama.

The charitable objectives of Young Actors Theatre Islington are:

- To have fun through performing arts
- To develop performing arts, social and life skills through excellent teaching
- To foster an appreciation of the arts
- To recognise, nurture and develop talent
- To create an environment which welcomes and encourages all members of the community to participate in activity.

Young Actors Theatre is committed to safeguarding all children and young people that come into contact with our work. We believe that all children have an equal right to protection from abuse, emotional abuse and neglect regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of the child to be paramount.

This policy follows statutory guidance and legal frameworks that underpin the policy/procedure Working Together to Safeguard Children (July 2018) and defines a child or young person as anyone under the age of 18 (The Children's Act 1989, 2004 & Safeguarding Vulnerable Groups Act 2006). This policy recognises that there may be additional needs associated with children and young people with disabilities, from minority ethnic backgrounds or who are otherwise excluded from mainstream services. We also recognise that some of our work is with young adults over 18 years, some of whom may be vulnerable at different times in their lives. The principles of this policy also, therefore, apply to anyone under the age of 25 who may use Young Actors Theatre's services.

We enable our staff and those who work with us to make informed and confident decisions regarding safeguarding issues and take all suspicions and allegations of abuse, emotional abuse and neglect seriously. We expect everyone (staff, trustees, partners, agency staff, volunteers and anyone working on behalf of Young Actors Theatre) to have read, understood and adhere to this policy and related procedures, except where it has been formally agreed that another appropriate policy provides greater protection for children.

Young Actors Theatre will take every reasonable step to ensure that children and young people are protected where:

- Our own staff are directly involved in a project or programme
- We broker the relationship between a school/young people's setting and a creative practitioner/organisation
- We contract a creative practitioner/organisation to work with/within a school/young people's setting
- We work in partnership with another organisation or agency.

We will endeavour to safeguard children and young people by:

- Valuing them, listening to them, and respecting them
- Taking leadership responsibility at senior board level and via a clear line of accountability for our safeguarding arrangements
- Adopting this policy and adhering to our associated procedures and code of conduct for staff
- Recruiting trustees, staff, creative practitioners and other adults working in schools/young people's settings safely, including the requirement for individuals to obtain criminal records checks from the Disclosure and Barring Service for eligible posts and the completion of all other elements of our recruitment procedure
- Sharing information about safeguarding and child protection with school staff, partners and our staff and trustees promptly, ensuring that staff are trained and supervised adequately, carry out their roles competently and that they work in an environment where they feel able to raise concerns and feel supported in their safeguarding role
- Ensuring that children, young people and parents/guardians are able to raise concerns where they exist and are aware of our policy on safeguarding and child protection
- Sharing concerns with agencies who need to know involving children, school staff and parents/guardians appropriately and without delay, in accordance with our procedures for sharing information
- Ensuring that staff, trustees, partners, and others working on behalf of Young Actors Theatre are fully informed about the processes for dealing with concerns about possible abuse
- Adopting a clear policy around the management of allegations against staff and practitioners, in liaison with our partners
- Ensuring that all staff, trustees, partners, agency staff, volunteers and anyone working on behalf of Young Actors Theatre knows the name of the designated Child Protection Person (DCP): Alexis Keene and their role. In Alexis' absence, we have a designated deputy (DDCP), Naomi Reading.
- Ensuring that all staff, trustees, partners, agency staff, volunteers and anyone working on behalf of Young Actors Theatre understand their responsibilities in being alert to the signs of abuse and for referring any concerns to the Designated Child Protection Person (DCP): Alexis Keene - [alexis@yati.org.uk](mailto:alexis@yati.org.uk) - 020 7278 2101. Our designated deputy (DDCP) is Naomi Reading - [naomi@yati.org.uk](mailto:naomi@yati.org.uk) - 020 7278 2101.

We are committed to reviewing this policy and procedures annually, updating our processes as appropriate. This policy was last updated December 2023 and is reviewed by Alexis Keene (DCP), Isobel Smith (CEO), and the Board of Trustees.

## 2. Understanding Child Abuse

### **Abuse and Neglect of children**

Abuse and neglect are forms of maltreatment of a child or young person. They may result in a child suffering or being likely to suffer significant harm. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult, or another child or children. Government guidance 'Working Together to Safeguard Children' (2013) defines various forms of abuse, including:

#### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent, guardian or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet or social media). Sexual abuse is not solely perpetrated by adult males. Adults of all genders can also commit acts of sexual abuse, as can other children.

#### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and /or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Children harming other children**

It is part of our duty of care that we make sure children are protected from harm from other children. At Young Actors Theatre Islington, where we work with children under five and with some children who have complex needs, biting, pushing, scratching and hitting may occur at times. Please refer to part 4 Code of Conduct for managing these incidents.

If you think that a child is targeting another child, it is important to raise this with the DCP immediately.

In recording and reporting incidents it is important that the identity of the child that did the hurting is not disclosed. This is part of our duty of confidentiality to all children and families. If a parent asks who has hurt their child, show understanding of their upset, anger or pain but explain that we are not able to share this information.

### **E-safety and use of digital devices**

Young Actors Theatre Islington will adhere to Islington's E-Safety Policies

Our aim is to:

- Protect children and young people who receive Young Actors Theatre Islington's services and who make use of information technology (such as mobile phones, games consoles and the internet) as part of their involvement with us
- Provide staff and volunteers with the principles that guide our approach to e-safety
- Protect professionals
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology

We recognise that:

- The welfare of the children/young people who come into contact with our services is paramount and governs our approach to the use and management of information communications technologies
- Mobile phones and digital devices can present a number of problems when not used appropriately
- Phones and personal devices can allow internet access and bypass the centre security settings and filtering
- Mobile phones with integrated cameras could lead to child protection, bullying and data protection issues with regard to inappropriate capture, use or distribution of images of children or staff.

### **Internet**

The internet is not to be made available to children on Young Actors Theatre Islington premises except on specific occasions for research and at all times only with supervision by a member of Young Actors Theatre Islington staff.

Parents are requested not to allow their children access to the internet on their personal devices while at Young Actors Theatre Islington except within the context of a working or research exercise within a class.

### **Cameras**

It is not the intention to prevent parents/guardians/carers from taking pictures, but to ensure that photographic practices are monitored and to reduce the risks of inappropriate photography/filming.

No one is permitted to photograph or record images in the following areas:

- Changing areas
- Toilet areas
- Children /young people can only be photographed if permission of parents/guardians/carers is given
- Those taking photos, including staff/volunteers must identify themselves
- Staff should not use personal devices such as mobile phones or cameras to take photos or videos of the children and will only use designated equipment for this purpose.
- Photographers will be required to have formal identification which must be worn at all times
- Children's/young people's images will not be used for promotional or press releases unless parents/carers have consented
- Unsupervised access to children/young people or one-to-one photo sessions are prohibited
- Photo sessions outside the organisation/organisation's activities or at a child's young person's home are not allowed
- Personal detail which might make a child/young person vulnerable, for example, address, email address, phone number, should never be revealed.

### **Mobile phones**

- Parents, carers and visitors are requested not to use their mobile phones while on the premises. Staff will remind parents of the policy by asking them to leave the activity room and take calls in the foyer when necessary.
- Parents are also requested to avoid giving their children access to their mobile phones for other activities particularly any that involve access to the internet.
- Staff should not have mobile phones with them whilst working with children at Young Actors Theatre Islington.
- Teaching staff mobile phones should be kept in bags and used only when staff are on break time in the staff room or outside the setting.
- Staff are not permitted to use their personal mobile phones for contacting Young Actors Theatre Islington families outside the setting in a professional capacity.
- The Young Actors Theatre Islington landline should be used for staff expecting a personal call or as an emergency contact and the Young Actors Theatre Islington mobile may be used when working off site.

### 3. Child Protection Procedures

#### **Designated Child Protection Person (DCP)**

Young Actors Theatre will ensure that it has a Designated Child Protection Person (DCP). Alexis Keene has received appropriate training and support for this role. The role of the DCP is to:

- Assume overall responsibility for safeguarding and child protection for Young Actors Theatre
- Ensure that staff, trustees, partners, agency staff, volunteers and anyone working on behalf of Young Actors Theatre understand the key issues in relation to safeguarding and the cultural/ education sectors
- Be a point of contact within Young Actors Theatre for staff, trustees, partners, agency staff, volunteers and anyone working on behalf of Young Actors Theatre in relation to safeguarding and child protection
- Be aware of local statutory safeguarding procedures and networks
- Make decisions about safeguarding and child protection
- Receive and assess information from staff and creative practitioners who have a child protection concern
- Consult with a statutory child protection agency to test any doubts or uncertainty about the concerns
- Make a formal referral to a statutory child protection agency or the police without delay
- Take responsibility for managing allegations against staff, in consultation with the individual's line manager.
- Record the concern and action in the child protection log

It is not the role of the DCP, DDCP, or Young Actors Theatre to decide whether abuse has taken place or not. It is, however, our role to ensure that concerns are shared with appropriate agencies and relevant action taken.

The DCP for Young Actors Theatre is Alexis Keene - [alexis@yati.org.uk](mailto:alexis@yati.org.uk) - 020 7278 2101 or in their absence or in addition, our designated deputy, the DDCP, Naomi Reading – [naomi@yati.org.uk](mailto:naomi@yati.org.uk) – 020 7278 2101. It is their responsibility to ensure that all staff, trustees, partners, agency staff, volunteers and anyone working on behalf of Young Actors Theatre are aware of the policies and procedures for working with children and keeping them safe. In the event of action needing to be taken in respect of child protection, it is the DCP Alexis Keene, who must be informed and will take lead responsibility.

#### **How concerns about abuse might arise**

Awareness of the possibility of a child being abused might be raised in a number of ways:

- A child may disclose abuse or give reason to suspect that they or another child are being abused or at risk of significant harm
- An adult may raise concern about a child
- A member of staff may be suspected of abusing a child.

#### **Responding to suspected abuse**

If anyone acting for or employed by Young Actors Theatre has reason to believe that a child is suffering or likely to suffer significant harm, then the safety and welfare of that, or any other child likely to be affected is the paramount consideration in deciding what action needs to be taken. We have a statutory duty to notify agencies if we have a

concern about children's safety and welfare (Working Together to Safeguard Children 2015).

- Where there is a concern about a child's welfare or wellbeing or a concern that a child is in need of protection, this should be recorded on the concern form and then passed on to the DCP or DDCP for action (or if unavailable then seek advice from Children's Social Care)
- These running records should be kept securely in the child's file
- All staff and volunteers are aware that they must report concerns immediately
- All records of concerns, emails, notes of phone conversations and actions are filed confidentially and securely in the child's file

Staff know that when they have concerns about a child's welfare they need to:

- Focus on the needs of the child – their physical and emotional welfare
- Be sensitive
- Talk it over with one of the Designated Members of Staff
- The flowchart for 'Making a child protection referral to children's social care' is displayed and attached to this policy. This Safeguarding Policy is accessible to all parents, guardians and carers on site.
- Concerns will be discussed with parents, guardians or carers unless this would put the child at further risk of serious harm
- Unless we are advised otherwise by Children's Social Care the recording forms will be shared with parents

### **Managing a 'disclosure'**

Staff should:

- Stay calm and listen to the child
- Ask questions for clarification only. Avoid asking questions that suggest a particular answer
- Consider how to explain to the child about our policies and procedures so that they know what is going to happen
- Tell them who you are going to tell so that they can be made safe – children may fear that what they have said will be passed on to everyone and they need to know that this will not be the case
- Control expressions of panic or shock
- Use the child's language or vocabulary
- Offer comfort bearing in mind the age and needs of the child
- If the child has disclosed sexual abuse, ask them when it happened but nothing more. Whether a child is asked this question will depend upon the child's age and understanding
- Tell them that they were right to tell you and it was not their fault and they are not bad
- Do not be tempted to give false reassurances to the child but tell them that you will do your best to protect or help them.

Information concerning the disclosure, or any other child protection concerns, should be recorded as soon as possible. Recording is a tool of professional accountability and is central to safeguarding and protecting children. It is not always possible to know whether a small or vague concern held today may increase as the days or weeks pass and later form the substance of a child protection referral. For this reason, it is vital that concerns are recorded accurately so that they can be monitored, and emerging patterns noticed. The record should include:

- The date and time of the interview or disclosure
- The child's account

- Any physical or other signs of injuries noted, e.g. discomfort when passing urine, crying or inappropriate behaviours
- An assessment made by the staff member as to why the information given constitutes a child protection concern
- Action taken by the staff member
- Record any subsequent events and actions.

The record should be signed and dated, and a copy sent to Young Actors Theatre's Designated Child Protection Person (DCP): Alexis Keene - [alexis@yati.org.uk](mailto:alexis@yati.org.uk) - 020 7278 2101. In her absence, the designated deputy (DDCP) should be contacted.

It is not your responsibility to decide if a child has been abused. Any disclosure must be raised with the Designated Child Protection Person. Under S31 (10) of the Children Act 1989, where the question of whether harm is significant turns on the child's health and development, his/ her health and development shall be compared with that which could be reasonably expected of a similar child.

Children can only be interviewed once, and this interview must be conducted by a trained police officer and social worker under Home Office 'Achieving Best Evidence' guidance. If a child has already been interviewed, it means that the police may not be able to pursue the matter.

A child may recall former abuse once in a safe situation. Although they may be under no current threat to their safety, any disclosure must be raised with the Designated Child Protection Person and followed through appropriately.

You may also have concerns about a child's welfare where there has not been any disclosure or allegation. In the best interests of the child / young person, these concerns should be raised with the Designated Child Protection Person and followed through appropriately.

### **Reporting abuse**

Any action to be taken will be determined by the urgency and seriousness of the circumstances. If the personal safety of the child is immediately threatened, it is vital that urgent action is taken. Often, this will mean contacting the staff member in the school or youth setting with responsibility for child protection, or occasionally the duty social worker or an out-of-hours duty social worker or NSPCC child protection helpline. In exceptional circumstances, a referral can be made to the police.

The child must be informed, whenever possible, about any action being taken on their behalf and what is likely to happen. If there is no immediate danger, it is advisable to give the child time to fully understand what action is being pursued and why before proceeding.

### **Confidentiality**

In the unlikely event that a child divulges information to Young Actors Theatre staff member about being abused, mistreated or in danger, but requests that such information is not passed on to others, the following steps should be taken:

- The child should be informed that it may not be possible to protect his/ her confidentiality

- The staff member should inform the child that he/ she will have to discuss the matter with his/ her line manager and colleagues
- The staff member or Designated Child Protection Person (DCP) Alexis Keene should make all efforts to help the child understand the need for seeking appropriate help.

If it is felt that the child is at risk of significant harm, it will be necessary to refer the matter to Children's Social Care, thereby breaching the child's confidentiality. However, the child should be informed as fully as possible of what is happening and why.

***Islington's Children's Services Contact Team  
Targeted and Specialist Children and Families Services***

***Children's Services Contact Team  
(Monday to Friday 9am-5pm)  
020 7527 7400***

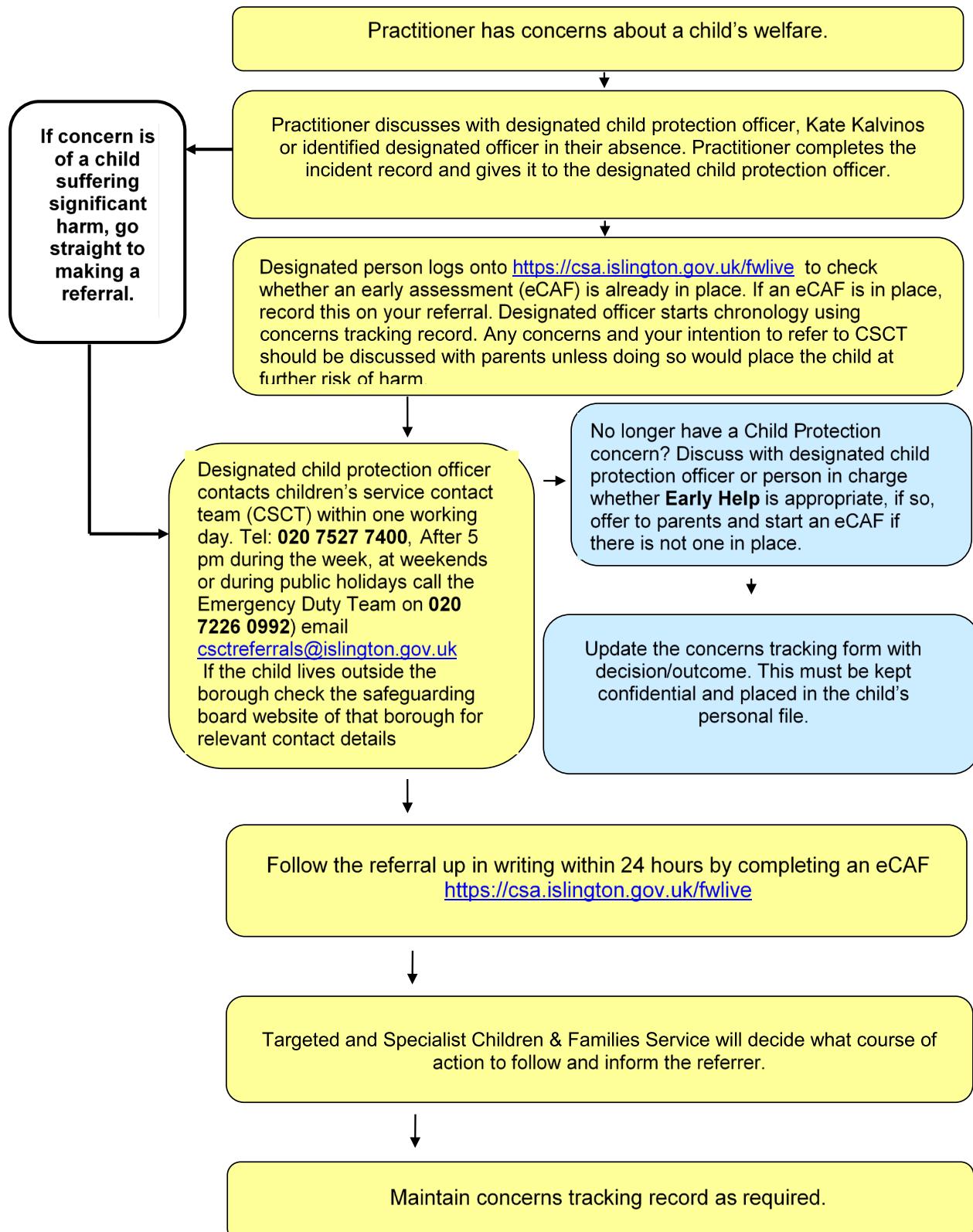
***Emergency Duty Team (5pm to 9am,  
Weekends and Bank Holidays)  
020 7226 0992***

***Laura Eden - Local Authority  
Designated Officer (LADO)***

***Information about services for  
children can be found on the  
Islington Family Directory  
[www.islington.gov.uk/familydirectory](http://www.islington.gov.uk/familydirectory)  
020 7527 8102***

***Police Referrals - Child Abuse  
Investigation Team (CAIT)  
020 8733 6495 or 020 8733 6500  
For Emergencies 999***

## Outline reporting procedure



### **Prohibited behaviour**

The following types of behaviour are never acceptable when working with children as staff, trustees, partners, agency staff, volunteers or working on behalf of Young Actors Theatre and will always lead to disciplinary action:

- Hitting or striking a child
- Verbally abusing (including shouting or swearing at) a child
- Deliberately humiliating or undermining a child
- Inappropriate intimate touching or intimate conversations
- Encouraging or knowingly being involved in a child committing a crime
- Taking illegal substances before or during workshops or meetings
- Being intoxicated at a Young Actors Theatre event involving children.

Any staff member who suspects or is aware of a colleague behaving in any of the above ways, should immediately inform his/ her line manager. If the person concerned is the line manager, the CEO, Isobel Smith should be informed.

### **Allegations of abuse against a staff member**

This often-difficult issue is discussed at staff training so that all staff understand what is meant by the term 'whistle-blowing' and their responsibilities with regards to it and are able to raise concerns with the DCP. If the behaviour of a staff colleague, trustee, partner, agency staff, volunteer or anyone working on behalf of Young Actors Theatre causes you concern:

- do not ignore your concerns.
- do not confront the person about whom you have concerns
- The flowchart 'Allegations Made Against a Member of Staff' is displayed in the theatre and attached to this policy
- discuss your concerns with the Designated Child Protection Person (DCP) Alexis Keene, or in their absence our designated deputy (DDCP) Naomi Reading
- If the Designated Child Protection Person (DCP) Alexis Keene or (DDCP) Naomi Reading are not immediately available, you should speak to the CEO
- Do not delay in passing on concerns to someone who is in a position to take them forward and ensure that a proper investigation takes place
- Do not worry that you may have been mistaken. It is better to have discussed it with someone with the experience and responsibility to make an assessment.

In the case of allegations against a staff member or volunteer, an investigation may have three related strands:

- If the allegation reaches the threshold of significant harm, the matter should be referred to children's social care who will undertake child protection inquiries relating to the safety and welfare of any children involved
- Where circumstances warrant it, there may be a police investigation into a possible crime
- If it appears that allegations may amount to misconduct or gross misconduct, Young Actors Theatre's disciplinary procedures should be invoked.

It is essential that the facts of the alleged abuse are dealt with appropriately under each of these strands of investigation. The fact that a prosecution is not possible does not mean that action to safeguard the child is not necessary or feasible. For example, an allegation may relate to behaviour below the threshold of significant harm such as a

smack on the hand. Whilst this behaviour would not be referred to children's social care, it should be investigated under Young Actors Theatre's disciplinary procedures.

Any member of staff who is charged with a criminal offence against a child, either in a personal or professional capacity will be immediately suspended pending the outcome of the criminal proceedings.

Staff about whom there are concerns should be given information to help them understand the concerns expressed, the processes being invoked and be informed of the outcome of any investigation and the implications for disciplinary processes. The investigation should be completed as quickly as possible, consistent with its effective conduct. In any case involving a criminal investigation, the decision as to when to inform the suspect of the allegations should always be jointly agreed between the police and other relevant agencies.

Parents and carers should be given information on any concerns, advised on the processes to be followed and informed of the outcomes, except in circumstances when the allegations involve the parent/ carer directly. Professional advice should be sought as to what can be said to parents/ carers.

All enquiries into allegations will be overseen by the Designated Child Protection Person (DCP) Alexis Keene who will liaise with police, children's social care, the Local Authority Designated Officer (LADO), the Disclosure and Barring Service (if appropriate), and other interested parties, and attend relevant meetings as required, keeping staff informed as appropriate.

The Designated Child Protection Person (DCP) Alexis Keene, in consultation with senior management in Young Actors Theatre, should inform the LADO within one working day if there is an allegation made against a member of staff.

If an individual is removed from regulated activity with children (or would have been removed if they had not left) because the person is considered by Young Actors Theatre to pose a risk of harm to children, Young Actors Theatre is obliged to make a referral to the Disclosure and Barring Service.

1.

**Flowchart: Allegations Made Against a Member of Staff**

If an allegation is made that a member of staff has harmed a child; is alleged to have behaved in a way in their private life that may suggest they are unsuitable to work with children and young people, or if a disqualified person lives or is employed in their household, the Designated Child Protection Officer (DCP) Alexis Keene, or in their absence, our designated deputy (DDCP) Naomi Reading, must be informed immediately. If the allegation concerns the manager/DCP or DDCP, the CEO must be informed, who will in turn inform the Chair of Trustees.



To assess the most appropriate course of action, the following initial information must be collated:

- The date and time of the observation or the disclosure,
- The exact words spoken by the child/staff/parent/carer/guardian/volunteer as far as possible,
- The name of the person to whom the concern was reported (with date and time),
- The names of any other person present at the time,
- Wider relevant knowledge or background information

**Note: it is not appropriate at this stage to conduct formal interviews or take written statements from staff, as this could compromise a later or police investigation**



The Local Authority Designated Officer (LADO) **must be informed within one working day** on 020 7527 8066. The LADO will clarify if and how the matter will be taken forward and what appropriate course of action should be taken. In serious situations, the LADO will advise whether a suspension should take place immediately.



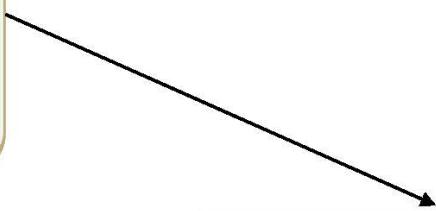
After discussing the situation with the LADO, it may become clear that a referral to Children's Services Contact Team is required.



After discussing the situation with the LADO, it may become clear that a referral to Children's Services Contact Team is not required and the setting is to follow their own complaints and disciplinary procedures.



Refer the allegation to Children's Services Contact Team: 020 7527 7400 or [csctreferrals@islington.gov.uk](mailto:csctreferrals@islington.gov.uk) and follow this up in writing within 24 hours by completed the eCAF referral: <https://csa.islington.gov.uk/fwlive/>



Children's Social Care will contact the setting as to how to proceed. A formal strategy meeting will take place between Children's Social Care and the setting's representative and the police (as appropriate). This meeting will agree what action is required immediately to safeguard and promote the welfare of the child and/or provide interim services and support.

The member(s) of staff may be suspended on full pay (advice from LADO will support you with this decision). The overall decision to suspend is vested in the Chair of Trustees. Suspension is a neutral act and allows a full investigation of the facts to take place.

#### 4. Recruitment practices

Young Actors Theatre will ensure that all staff, trustees, partners, agency staff, volunteers and anyone working on behalf of Young Actors Theatre is familiar with our Code of Conduct which outlines our expectations of anyone working in schools or young people's settings and states that staff should:

- Always put the welfare and safety of the child or young person first
- Treat all children and young people equally, with respect and dignity
- Do not have, or be perceived to have, favourites
- Ensure you have agreed roles, responsibilities, and standards of behaviour with other adults involved, including teachers
- Never agree to work with children or young people without a teacher or other responsible adult in the room
- Wherever possible avoid spending time with individual, or small groups of children or young people unobserved
- If it is absolutely necessary to be alone with a child or young person:
  - Make sure another adult knows where you are and approximately how long you will be
  - Invite the child or young person to bring a friend
  - Leave the door open of the room you are in
  - Move into the centre of the room so you are in plain view
- Avoid physical contact with children or young people unless it is necessary for a particular activity or if a child or young person has been, or is about to be injured
- If physical contact cannot be avoided, seek permission of the child or young person first and ensure they are comfortable with what you are going to do
- Listen to what children and young people have to tell you
- Ensure that children and young people understand that you will treat what they tell you confidentially, unless you believe them, or another young person, to be in danger
- If a child or young person discloses something to you, or you see something that concerns you, contact the Designated Child Protection Person (DCP) Alexis Keene or (DDCP) Naomi Reading who will be able to advise you on the best course of action
- If you see something that concerns you regarding an adult, contact the Designated Child Protection Person (DCP) Alexis Keene or (DDCP) Naomi Reading who will follow an appropriate course of action
- Do not contact children and young people outside of the school/ youth setting or hours
- Do not give children and young people your personal telephone number or email address
- Do not develop social or sexual relationships with the children or young people you are working with
- Never accept, or give, gifts or money to children and young people
- Support and watch out for colleagues you are working with to ensure they are not being drawn into situations that could be misinterpreted – remember how colleagues view each other's practice will indicate how outsiders will view it

It is possible that a child, young person or vulnerable adult who is suffering, or who has suffered, abuse will confide in you. This

is something that must be handled carefully. The following actions are meant as a guide should the situation arise:

- Remain calm and in control but don't delay in acting
- Listen carefully to what is said. Allow the person to tell you at his/ her own pace and ask questions only for clarification. Don't ask leading questions that suggest a particular answer
- Don't promise to 'keep it a secret'. Use the first opportunity you have to say that you will need to share the information with others. Make it clear that you will only tell people who need to know and who should be able to help
- Reassure the person that 'they did the right thing' in telling someone
- Tell the person what you are going to do next
- Speak immediately to the Designated Child Protection Person (DCP) Alexis Keene or (DDCP) Naomi Reading to make YATI aware of the situation

- As soon as possible after the disclosing conversation, make a written account of the disclosure. The report should include:

- The date and time of the interview or disclosure
- The child's account
- Any injuries noted
- An assessment made by the staff member as to why the information given constitutes a child protection concern
- Action taken by the staff member

The record should be signed and dated, and a copy sent to Young Actors Theatre's Designated Child Protection Person (DCP) Alexis Keene - [alexis@yati.org.uk](mailto:alexis@yati.org.uk) - 020 7278 2101.

- Social services will liaise with the relevant departments on a 'need-to-know' basis and will, if appropriate, inform the police.

It is not your role to decide whether a child has been abused or not.

## 5. Recruitment practices

In its recruitment and selection procedures for permanent and agency staff, Young Actors Theatre will take all practical measures to ensure that people unsuitable for working with children are not recruited to positions where they will have contact with children during the course of their work. In respect of all such applications:

- Applicants will be asked to account for gaps in employment history
- References will be checked before new members of staff begin work
- Referees will specifically be asked to state whether concerns of any kind have been raised about the candidate's relationships and work with children
- Unless they subscribe to the DBS update service, and this reveals that their record is clear and their disclosure is at the relevant level and up to date, all potential new staff, including freelance staff, will be asked to undertake an enhanced DBS check if their role is eligible for such a check. If they are undertaking regulated activity, this check will include a check against the list of those barred from working with children and young people
- If a new DBS check is necessary, new staff will be asked to subscribe to the DBS update service as a condition of their appointment
- Prior to appointment, applicants will be asked to indicate in writing that they have read and understood Young Actors Theatre's child protection statement, and that they will abide by it if appointed
- Once appointed, they will be inducted in the child protection policy and procedures.
- DBS checks are required to be updated every two years.

### **Training provision**

On starting employment with Young Actors Theatre, on either a permanent or freelance basis, staff will receive copies of all Young Actors Theatre's policies and procedures relating to Safeguarding and Child Protection and will be inducted in the organisation's policies. For staff regularly working in schools/ young people's settings, an annual assessment will be made as to the training needs of these individuals and action will be taken accordingly.

Creative practitioners contracted to work on specific projects by Young Actors Theatre will be required to familiarise themselves with Young Actors Theatre's Child Protection policies and related procedures and abide by Young Actors Theatre's Code of Conduct.

## 6. Related policies and procedures

In addition to adhering to Young Actors Theatre's Safeguarding and Child Protection Policy, all staff, trustees, partners, agency staff, volunteers and anyone working on behalf of Young Actors Theatre will receive child protection and safeguarding training appropriate to their role, and as advised by the Islington Safeguarding Children Board and ensure their knowledge is up to date on safeguarding issues.

This policy was last reviewed and agreed by the Board of Trustees on 5<sup>th</sup> December 2023.

The policy will next be due for review in December 2024.

## SAFE RECRUITMENT POLICY & PROCEDURE

### Introduction

YATI is committed to safeguarding and promoting the welfare of all children, young adults and vulnerable adults visiting our building, participating with YATI activities at another venue or volunteering and working at our building. The safe recruitment of staff, volunteers and contractors is the first step to safeguarding and promoting the welfare of these people. As an employer, YATI expects all staff and volunteers to share this commitment.

YATI uses the Disclosure and Barring Services (DBS) and/or Disclosure Scotland to assist in assessing an applicant's suitability for positions of trust. The organisation complies fully with the Disclosure and Barring Service/Disclosure Scotland Code of Practice (a copy of which is available on request) and undertakes to treat all applicants for all posts fairly. The company will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

It is best practice for all staff working directly with children or vulnerable adults to have a DBS check. Anyone carrying out a regulated activity i.e if there will be frequent (i.e. once a month or more) or intensive (i.e. 3 or more days in a 30 day period) contact MUST have a check. This includes:

- Teachers
- Duty Managers
- Visitors to schools
- Volunteers
- Trustees

### Procedure

#### Prospective employees

- The need for a DBS check must be made evident by the recruiting Manager in the Job Description.
- Once an individual has been selected for a vacancy requiring a DBS check their status will be checked. The individual will not be permitted to work directly with children until their disclosure is returned and has been approved.
- Application Forms will state that successful applicants will be required to produce I.D. and evidence of relevant qualifications prior to commencement of employment.

#### Existing Employees

- Individuals who are currently employed by YATI whose roles are identified by the Designated Safeguarding Officer (DSO) as requiring a DBS check will be checked every 3 years.
- Where an employed individual is about to commence an activity which is not part of their contracted duties and involves frequent or intensive contact with children or vulnerable adults they will also need to apply for a DBS check and have it cleared before they commence this activity.

#### Contractors and Freelancers

- The need for a DBS check must be made evident by the member of staff contracting services from a freelancer or arranging volunteering time and in consultation with the DSO.
- For freelancers, and contractors employed through a contract for services, the requirement to submit to a DBS check must be included on the contract. Some contracts may request the

freelancer provides proof of their own DBS check. Their status will then be checked and the individual will not be permitted to commence work until their disclosure is returned and has been approved.

#### Volunteers

- Creating a new volunteer role: the need for a DBS check must be made evident when the volunteer role is created.
- Volunteers undertaking roles requiring DBS checks - The need for a DBS check for particular volunteer roles must be made evident to the volunteer before they agree to undertake that role/task.
- Once that individual has been selected for a volunteer role requiring a DBS check their status. The individual will not be permitted to commence work until their disclosure is returned and has been approved.
- DBS Checks will be renewed every 3 years.
- Volunteers who are not permanent residents of the UK may not be eligible for roles that require a DBS Check.

#### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All Safeguarding Policies will be reviewed annually.

Reviewed: March 2024

## SICKNESS/INJURY PAYMENTS AND CONDITIONS

### Notification of incapacity for work

You must notify us by telephone on the first day of incapacity at the earliest possible opportunity and by no later than 10am. Other than in exceptional circumstances notification should be made personally to your Line Manager. Please follow the notification procedure set out below.

#### Sickness absence notification procedure

- 1) If possible, inform your line manager.
- 2) If not, speak to another senior member of staff. You should try to give some indication of your expected return date and notify us as soon as possible if this date changes.
- 3) Line Manager to email CEO with the subject line 'Name – Sickness'
- 4) Only in exceptional circumstances if a call is not possible then text or email to both the Line Manager and CEO. Emails must be labelled 'Name – Sickness'.
- 5) Please note that whilst a 'heads up' text to your team is always appreciated first thing in the morning it should be followed up by an official call as detailed above.
- 6) If your incapacity extends to more than seven calendar days you are required to notify us of your continued incapacity once a week thereafter, unless otherwise agreed.

### Evidence of incapacity

- Doctors' certificates are not issued for short-term incapacity. In these cases of incapacity (up to and including seven calendar days) you must sign a self-certification absence form on your return to work. A copy of this form is included in the section and should be photocopied before completion.
- If your sickness has been (or you know that it will be) for longer than seven days (whether or not they are working days), you should see your doctor and make sure they give you a medical certificate and forward this to the Theatre Manager without delay. Subsequently you must supply us with consecutive doctors' medical certificates to cover the whole of your absence.

## Payments

### Statutory Sick Pay

- You are entitled to statutory sick pay (SSP) if you are absent for four or more consecutive days because of sickness or injury, provided you meet the statutory qualifying conditions. SSP is treated like wages and is subject to normal deductions.
- Qualifying days are the only days for which you are entitled to SSP. These days are normally your working days unless otherwise notified to you. The first three qualifying days of absence are waiting days for which SSP is not payable. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days are not served again.
- Where the circumstances of your incapacity are such that you receive or are awarded any sum by way of compensation or damages in respect of the incapacity from a third party, then any payments which we may have made to you because of the absence (including SSP) shall be repaid by you to us up to an amount not exceeding the amount of the compensation or damages paid by the third party and up to, but not exceeding, any amount paid by us.

### Enhanced Sick Pay

- In addition to SSP, YATI offers the following discretionary enhanced sick pay benefits to its employees.

During Probation period:	Statutory Sick Pay (SSP) only applies
During 1 <sup>st</sup> year of employment:	2 weeks full pay followed by SSP
Over 1 year of employment:	4 weeks full pay followed by SSP

- This policy will be pro-rata'd for part time and casual staff.
- A period of sickness becomes formalised after 3 days: between 1 and 3 days of self-certificated sickness requires no further action.
- Sick days will be aggregated over a 52-week period so that - accepting the first 3 'waiting days' – after 2 weeks (10 working days) of sickness taken in periods of a few days at a time within the first year of employment, SSP only will apply.
- Please note that Employers Enhanced Sick Pay is paid on top of SSP.

### Absence Management

The purpose of the Absence Management Policy is to promote staff welfare, decrease absences overall and prevent abuse of the Enhanced Sick Pay scheme. It is not intended to be punitive but rather to identify potential issues and develop the most appropriate response. In order to support this management, plan trigger points have been set which if met will require further action to be taken. A copy of the Absence Management Policy can be found in the Policy section of this handbook.

We aim to work flexibly to accommodate periods of team member absence. The absence management system is intended to identify any underlying issues and work to re-integrate the team member at the same time as mitigating the impact of their absences.

### Return to Work

- You should notify your Line Manager as soon as you know on which day you will be returning to work, if this differs from a date of return previously notified.
- If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
- On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), you are also required to complete a self-certification absence form and hand this to your Line Manager.
- Upon returning to work after any period of sickness/injury absence, you may be required to attend a "return to work" interview to discuss the state of your health and fitness for work. Further details are provided in the sickness monitoring procedures given above. Information arising from such an interview will be treated with strictest confidence.

#### General

- Submission of a medical certificate or sickness self-certification absence form, although giving us the reason for your absence may not always be regarded by us as sufficient justification for accepting your absence. We will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken. Continual or repeated absence through sickness will also need to be discussed in accordance with our Absence Management policy. If we consider it necessary, we may ask your permission to contact your doctor.

#### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: July 2023

*Sickness Self-Certification Absence*

This form should be completed on your return to work following any period of sickness. If you are returning to work after a period of sickness of more than 7 calendar days a medical certificate or certificates should already have been provided to cover the period of absence in excess of these first seven days.

**Personal Details**

**Name**

Forename(s):

Surname:

**Dates of Sickness (including non-working days)**

These dates may include when you attended work but still felt unwell.

<b>Start Date</b>	Date:	<b>End Date</b>	Date:
	Time:		Time:

**Dates of Absence**

<b>Start Date</b>	Date:	<b>End Date</b>	Date:
	Time:		Time:

**Details of Sickness Injury**

**Did you consult a Doctor?**

YES | NO |

If YES please give details of: Doctor's name, address, date of visit, treatment received and any current treatment. If NO please state why not:

**Declaration (please read this carefully before signing this form)**

I certify that I was incapable of work because of my sickness/injury on the dates shown above and that this information is true and accurate.

I acknowledge that false information will result in disciplinary action.

I hereby give my employer permission to verify the above information.

<b>Signed:</b>		<b>Date:</b>	
	Employee		
<b>Signed:</b>		<b>Date:</b>	
	Employer		

## SMOKE FREE POLICY & PROCEDURE

### Introduction

This policy has been developed to protect all employees, freelance or temporary staff, students, visitors, parents and guardians, from exposure to second-hand smoke and to assist compliance with the Health Act 2009.

It is the policy of YATI that all workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. This legislation came into effect on Sunday 1<sup>st</sup> July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes the courtyard areas of the building. This policy applies to all employees, volunteers, contractors, students or members of the public.

### Procedure

Overall responsibility for the policy implementation and review rests with the Theatre & Programme Manager however all staff are obliged to adhere to, and support, the implementation of the policy. The Theatre & Programme Manager shall inform all existing employees and contractors of the policy and their role in the implementation and monitoring of the policy. All new personnel will be given a copy of the policy on recruitment/induction.

Appropriate 'no-smoking' signs will be clearly displayed within the premises.

For the purpose of clarity this policy extends to include e-cigarettes.

### Non-compliance

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke-free law may also be liable for a fixed term penalty fine and possible criminal prosecution.

### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: July 2023

## SOCIAL MEDIA POLICY & PROCEDURE

### Introduction

Social networks are web-based communication structures that enable easy communication and relationship building between individuals via the Internet, many of which include additional access to further methods of interaction, such as e-mail and instant messaging. While we at the organisation consider the widespread use of social networking applications an effective and useful method for communication in the appropriate context, the potential for misuse by workers, during and out of work hours, is such that the following guidelines are in place.

This social networking policy has the following purpose:

- To help protect the organisation against potential liability;
- To give employees clear guidance on what can and cannot be said about the organisation or other workers;
- To help line managers effectively manage employee performance, time management and use of the organisation's resources;
- To help workers separate their professional and personal communication;
- To comply with the law on discrimination, data protection and protecting the health of employees;
- To be clear about the use of monitoring within the organisation.

### Procedure

Access to email and the Internet is provided during working hours for the purpose of effectively completing work and use must comply with all organisation policies and procedures. The organisation will not tolerate employees using social networking sites for unofficial or inappropriate uses.

Specifically:

1. You should not use such sites during contracted working hours for personal interest/benefit, without the authority of an appropriate manager. Usage during your agreed breaks is permitted, subject to the rules contained in this policy;
2. No defamatory comments about the organisation should be made on such sites at any time;
3. You should not at any time include information that identifies any other employee/contractor/supplier/beneficiary/customer or any other individual working in connection with us;
4. You should not at any time express opinions on such sites which purport to be the opinion of the organisation, nor comments representing your own views on our organisation;
5. Any personal blogs should contain a disclaimer that the views expressed on it are personal views of the author only;
6. You should not at any time make comments on such sites which bring the organisation into disrepute;
7. You should not at any time make comments on such sites which amount to bullying, harassment or any other detriment towards other employees/contractors/suppliers/beneficiary/customers or any other individual working in connection with us.

For clarity, the term "use" includes accessing social media by means of PC, mobile phone or by any other device. You should not use instant messaging whether on a PC or by any other means for personal interest during working hours.

#### Monitoring

It is recommended that all employees use strict privacy settings on their social network profiles.

The organisation monitors your internet usage and may undertake more in depth monitoring where considered necessary. This includes monitoring the websites you visit and any other matters referred to in this policy.

#### Enforcement

Any employee who we suspect has breached this policy will be subject to the organisation's disciplinary procedure.

#### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: December 2022

## UNCOLLECTED CHILD POLICY

### Policy statement

In the event that a child is not collected by an authorised adult at the end of a class/course/performance/activity, the setting puts into practice agreed procedures. These ensure the child is cared for safely by experienced and qualified practitioners who are known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

### Procedures

Parents of children starting at the setting are asked to provide the following specific information which is recorded on Love Admin:

- Names, addresses, telephone numbers, and email addresses of adults who are authorised by the account holder to collect their child from the setting, for example a childminder or grandparent

On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us of how they can be contacted.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.

We inform parents that we apply our child protection procedures as set out in this policy in the event that their children are not collected from their class/course/performance/activity by an authorised adult within one hour after it has finished and the staff can no longer supervise the child on our premises.

If a child is not collected at the end of the class/course/performance/activity, we follow the following procedures:

- The child's Love Admin record is checked for any information about changes to the normal collection routines.
  - If no information is available, parents/carers are contacted.
  - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – and whose telephone numbers are recorded in Emergency Contacts on Love Admin – are contacted.
    - All reasonable attempts are made to contact the parents or nominated carers.
    - The child does not leave the premises with anyone other than those named on their Love Admin record.
      - If no one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children:
        - We contact our local authority children's Social Care Team.
        - Out of hours duty officer **020 7527 7400**

- The child stays at setting in the care of two fully-vetted workers until the child is safely collected either by the parents/carer or by a social care worker.
- Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
  - A full written report of the incident is recorded on the child's record and stored on Sharepoint.
  - Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
  - Parents/carers attending any accompanied groups, sessions or drop-ins within the organisation are responsible for their own children at all times.

#### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: March 2024

## WHISTLE BLOWING POLICY & PROCEDURE

### Introduction

Under certain circumstances, employees are protected from suffering any detriment or termination of employment if they make disclosures about organisations for whom they work.

### Qualifying disclosures

1. Certain disclosures are prescribed by law as "qualifying disclosures". A "qualifying disclosure" means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the organisation has committed a "relevant failure" by:
  - a) committing a criminal offence;
  - b) failing to comply with a legal obligation;
  - c) breach of the Fundraising Code of Practice
  - d) a miscarriage of justice;
  - e) endangering the health and safety of an individual;
  - f) environmental damage; or
  - g) concealing any information relating to the above.
2. These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. The organisation will take any concerns that you may raise relating to the above matters very seriously.
3. *The Employment Rights Act 1996 provides protection for workers who 'blow the whistle' where they reasonably believe that some form of illegality, injustice or breach of health and safety has occurred or is likely to occur. The disclosure has to be "in the public interest". We encourage you to use the procedure to raise any such concerns.*

### Procedure

1. In the first instance you should report any concerns you may have to the CEO who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body.
2. If you do not report your concerns to the CEO, you should take them direct to the appropriate organisation or body.

### Treatment by others

Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.

### Review

YATI reserves the right to amend policies and procedures without prior notice to reflect changes in legislation or significant changes in operational strategy. All policies will be reviewed every 5 years.

Reviewed: July 2023