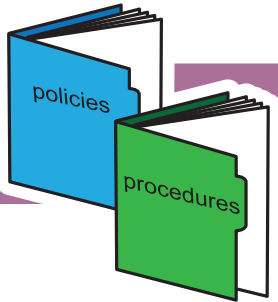




policies and procedures

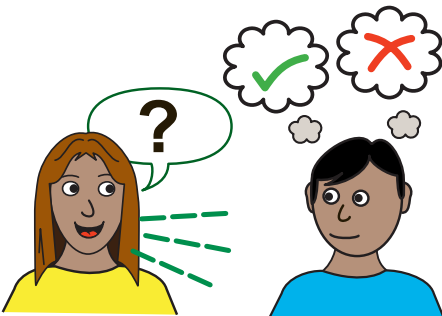


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

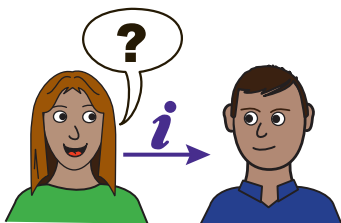


The policies and procedures also tell us what to do if something goes wrong.

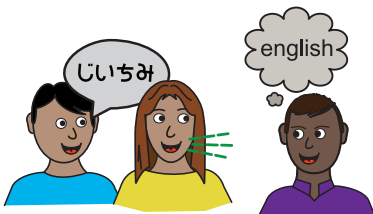


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**
text: **07531 215 999**
email: **governance@pyramid.org.uk**

Mentoring Policy

Policy Statement

Pyramid recognises the value of formal and informal advice and constructive criticism given by other artists. We recognise also that roles and responsibilities around the giving and receiving of advice, particularly when working with external parties, need to be clear.

Key terms / words	Please use the glossary of policy terms for definitions of key terms used in our policies and procedures.	
Clarifications	The term 'worker' is used in this policy to refer to anyone doing work for Pyramid, including employees, freelance workers, and volunteers. 'We' refers to Pyramid as an organisation.	
Who does this policy / procedure apply to?	Workers	
Related policies and procedures	<ul style="list-style-type: none"> • Project Proposals Procedure • Recruitment, Induction and Training for Artist Facilitators Policy 	<ul style="list-style-type: none"> • Data Protection Policy • Photo, Video and Recordings Policy
Who is responsible for this document?	<p>The Operations Manager is responsible for making sure that this document is kept up-to-date with accurate information, and that it is made available to anyone who wants to read it.</p> <p>The Board of Trustees have a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.</p>	
When was this document last checked?	<p>The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there is a change in the law, or an incident review).</p> <p>This document was last checked by the Trustees on 09/12/2024.</p>	

Who to contact	<p>If you have a question about this policy, or need support to understand it, please contact the Operations Manager.</p> <p>Email governance@pyramid.org.uk</p> <p>Phone 0113 234 6040</p>
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Definition of ‘mentoring’

There are many definitions of mentoring, but a straightforward one is “an experienced person acting as a sounding board and critical friend to help someone develop their abilities or run a business” (Small Firms Enterprise Development Initiative, 2011).

Mentoring or the giving of advice within Pyramid

Mentoring is not a service which Pyramid formally offers to its members or workers. ‘Mentor’ is not a formal paid role within Pyramid.

However, we recognise that sometimes workers may be ‘acting as a sounding board and a critical friend’ to the person they are talking to as part of their existing contracted work, and they are expected to abide by all Pyramid policies and procedures while providing this advice.

For example:

- employees talking to freelance workers about projects
- freelance workers talking to members about projects

Receiving mentoring or advice from external parties

We recognise that, often, our workers or members may seek advice from artists outside Pyramid, about Pyramid projects. We acknowledge the value of this kind of informal support in the development of artists.

- When talking about Pyramid projects with external individuals you must continue to behave according to our policies and procedures (with particular regard to confidentiality and privacy).
- Pyramid will not pay for mentoring or advice given to one of its workers or members without prior agreement and proper contract arrangements.

- To access **paid** advice or mentoring from an external party, you must gain approval from the Director and Operations Manager in advance. That external party may then be contracted to deliver support to you, and would themselves be subject to Pyramid's policies and procedures.
- Please note that providing mentoring or advice on a project or idea does not guarantee a paid role working on that project, or imply any ownership over the project.
- If you have developed a project idea with the support of an external party that you want to deliver at Pyramid, you need to follow our Project Proposal Procedure. If you plan to work with that external party on the project, that person would first need to be recruited and contracted as a Pyramid artist according to our policy on Recruitment, Induction and Training for Artist Facilitators.

Providing advice outside of Pyramid

- Employees who are asked, in a professional capacity, to provide support or advice for non-Pyramid activities must remember that they are representing Pyramid and abide by its policies and procedures.
- Employees should seek approval from their line manager before agreeing to give support or advice on behalf of Pyramid.
- Employees must be careful not to give advice that falls outside of their expertise, and to clearly differentiate opinion from fact. For example, not advising on financial matters such as benefit entitlement or self-assessment tax returns.
- Freelance workers providing mentoring, support or advice to external parties do so in their own right, and do not represent Pyramid or its views. Pyramid is not responsible for the activities of freelancers beyond their contracted Pyramid work.