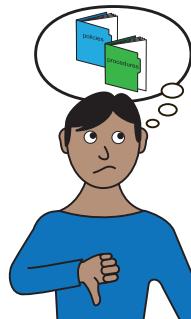


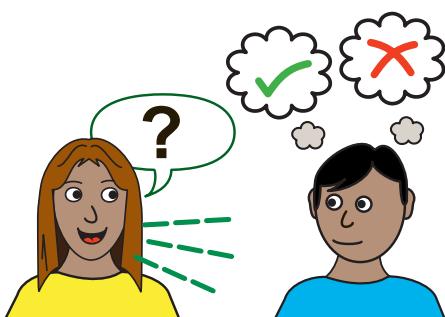
policies and procedures

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

Following our policies and procedures helps to keep everybody safe.

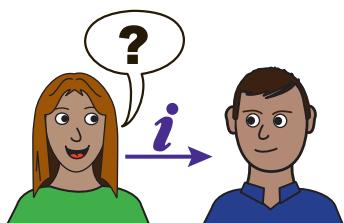


The policies and procedures also tell us what to do if something goes wrong.

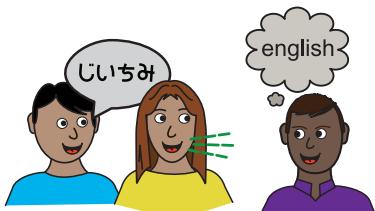


It is important that everybody at Pyramid can access and understand our policies and procedures.

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

References Policy

This policy explains how and when Pyramid will provide references for workers, and its requirements for references when recruiting.

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, in any capacity, whether paid or voluntary.				
Who does this policy / procedure apply to?	Everyone.				
Related policies and procedures	Recruitment and Selection 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 24 June 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> <table><tr><td>Email</td><td>Phone</td></tr><tr><td>governance@pyramid.org.uk</td><td>0113 234 6040</td></tr></table>	Email	Phone	governance@pyramid.org.uk	0113 234 6040
Email	Phone				
governance@pyramid.org.uk	0113 234 6040				

Providing References

Pyramid is happy to provide references for all members, volunteers and workers when required.

- The Director writes, or approves, all references
- Any other worker who receives a reference request should forward it to the Director
- No one may use their job title, the name 'Pyramid of Arts' or 'Pyramid', a Pyramid email account, or our logo / letterhead when providing a personal ("character") reference, or imply in any way that the reference is endorsed by Pyramid
- If you have participated in Pyramid activities for less than 6 months, we will only confirm your role and start/end dates; we cannot comment on your performance or suitability for a role
- After 6 months, we can provide a full reference
- We will take care to ensure that references are accurate, truthful and fair
- All references are treated as private and confidential

Receiving References

- Pyramid requires two satisfactory references for anyone taking up a paid or voluntary position within the organisation
- Referees must have known the applicant for a minimum of 6 months
- Personal references are acceptable for volunteers but paid workers require at least one employer referee
- We will contact referees by phone to verify the reference
- If we have any concerns about a reference, we will talk to the applicant to clarify before making a decision
- All references are treated as private and confidential
- References form part of your personnel record. Please see the Data Protection Policy for information on accessing your records, and retention periods.