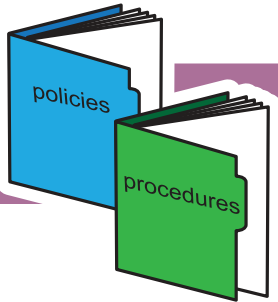


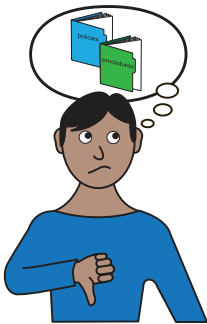


policies and procedures

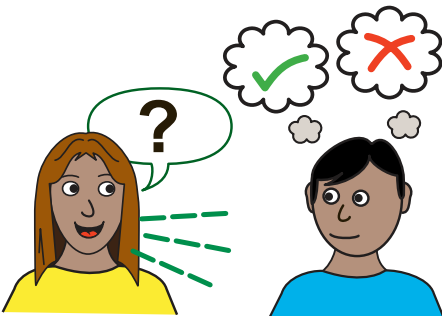


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

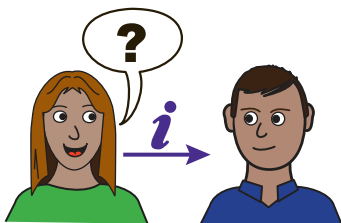


The policies and procedures also tell us what to do if something goes wrong.

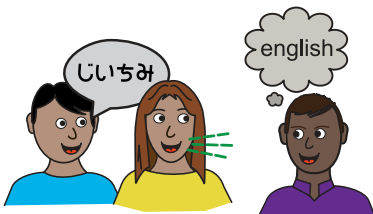


It is important that everybody at Pyramid can access and understand our policies and procedures.

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: **info@pyramid.org.uk**



PYRAMID

Recruitment, Induction and Training for Arts Facilitators

This policy explains how we will recruit, induct and support new Arts Facilitators so that they will fully understand our work, philosophy and their role within the organisation.

Recruitment and Selection

Please refer to our separate Recruitment and Selection policy for details. It is available from the office or on our website.

Equality, Diversity and Inclusion

Diversity amongst all participants and staff is valued and individual skills will be promoted and utilised. Arts Facilitators will be provided with a copy of our Equality, Diversity and Inclusion policy and expected to uphold its values at all times.

Pyramid is a Disability Confident employer and will always seek to make reasonable adjustments for its workers. Applicants should speak freely at their interview about any support needs they may have.

Security and Screening

- All applicants are required to complete and sign an application form, attend an interview and provide contact details for two referees
- Proof of identity must be provided by the applicant at their interview (accepted documents will be according to latest Disclosure and Barring Service (DBS) guidance)
- Applicants will be told that the work and contact they will have with children require us to ask them to declare any criminal convictions they may have which involve abuse against children, however old the conviction(s) may be. This is an exemption from the provisions of the Rehabilitation of Offenders Act 1974.
- All Arts Facilitators must agree to abide by the Pyramid Safeguarding Policies. The interviewer must make sure that applicants are aware of and understand their obligations under these policies.
- Any offer of work is subject to us receiving satisfactory references and a DBS check.
- Information gathered during the screening process (references, DBS certificate etc.) will be treated in the strictest confidence and held in accordance with the Pyramid Data Protection Policy and Privacy Statement (available on request and on our website)



Health and Safety

Everyone who takes part in Pyramid' activities has a responsibility to keep themselves and others safe. New Arts Facilitators will be provided with a copy of our Health and Safety Policy for guidance.

Staff and Core Workers have the responsibility of undertaking formal risk assessments wherever needed, and sharing relevant information with Arts Facilitators. A copy of the full Risk Assessment and Management Policy is available on request and on our website.

Support and Training

Arts Facilitators co-lead the group with a Pyramid Core Worker. Core Workers have completed Pyramid's training in inclusive arts practice and are familiar with our ethos and methodology.

Session and project planning responsibility is shared between the Core Worker and Arts Facilitator. The Core Worker will be able to advise on, for example, how long a process might take, and ways to make an activity accessible to all group members. Each session ends in a debrief meeting between the Arts Facilitator, Core Worker and Volunteer team.

Additional advice and support on all aspects of the role is available from the office team.

Pyramid will further provide three group support and training meetings per year for all Core Workers, Arts Facilitators and Volunteers, as an open forum to meet each other and share good practice. These are referred to as CAV Meetings.

Expenses

Arts Facilitators are able to claim back reasonable travel costs for attending group sessions, up to a maximum of £12 per round trip. You can use public transport, or your own vehicle / bike.

Please include your travel expenses on your invoice and attach tickets / receipts as proof of purchase. For a mileage claim, state the number of miles travelled. Vehicle mileage is paid at 40p per mile. Bike mileage is paid at 20p per mile.



Private vehicles: Before making your first mileage claim, you must complete some drivers' checks. This is an important legal requirement. We will complete an online driver's record check, a vehicle check and ask to see your license and insurance certificate. These checks are then reapplied annually.

In exceptional circumstances, you may take a taxi instead of using public transport but this must be agreed in advance.

Insurance

Pyramid has Employer's Liability Insurance which covers against injury or illness arising from working for us. A copy of the insurance certificate is on display in the office.

Drivers must contact their insurance company to make a full disclosure of their activities and ensure that they are covered for travelling for work. Pyramid is not responsible for paying any extra premium imposed by the insurance company for using a personal vehicle for work purposes.

Pyramid does not take responsibility for the loss or theft of personal belongings. You are advised not to bring valuables to sessions and to keep personal possessions with you at all times.

Confidentiality

Pyramid respects the privacy of all members and takes its data protection responsibilities very seriously. Pyramid will store information about workers as necessary for safety, effective communication and monitoring purposes. Our Data Protection Policy and Privacy Statement are available on request or on our website. You are entitled to see all the information Pyramid holds about you and can make this request to the Operations Manager.

You are expected to keep any information you learn about staff or members confidential. This could be related to someone's health and support needs, or personal information such as phone numbers and email addresses.

An exception is made if you have reason to believe that someone is at risk, in which case refer to the Safeguarding Policies (available online as above) for further guidance.



Problems and Complaints

We endeavour to resolve issues quickly and without escalation where possible. Please contact a member of the office team to discuss your concern.

You can use the Complaints Procedure (available from the office or on our website) to make a formal complaint.

If a complaint is made against a worker, Pyramid will follow the Disciplinary Procedure (and, if relevant, the Safeguarding Procedure). We will ensure that the worker is kept informed, and has fair opportunity to respond to any allegation.

Questions and Further Guidance

Any queries related to this policy or requests for further information can be addressed to the Operations Manager.