

### Glossary of Policy Terms

The purpose of this document is to define key words and terms that are used in our Policies and Procedures.

If you have a question or need support to understand any part of this document, please contact the Operations Manager.

You can also let us know if there's a word or term you'd like us to add to the glossary.

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### Section 1: Roles within Pyramid

#### **Artist Facilitator**

A freelance worker who is a professional artist. The Artist Facilitator works with the Core Worker to run Pyramid sessions. See the Artist Facilitator Role Description for more information.

#### **Core Worker**

A freelance worker who has completed the Pyramid Core Worker Training. The Core Worker works with the Artist Facilitator to run Pyramid sessions. See the Core Worker Role Description for more information.

#### **Freelancer / Freelance worker / Worker**

A person who is self-employed and who works for Pyramid on a 'contract for services' basis. Pyramid can make an offer of paid work to a freelancer, and the freelancer can say yes or no to that work. If they say yes, they must follow Pyramid's policies and procedures while they are contracted to do the work.

Freelancers are responsible for their own tax and national insurance contributions.

They do not have the same employment rights as staff members. In employment law, they are referred to as 'workers'.

#### **Legal Member**

Pyramid is a Registered Charity and a Company Limited by Guarantee. This means there are some charity laws and company laws we must obey. One of the laws is about having legal members.

To be a legal member, a person (or organisation) must:

- support the aims of Pyramid, as described in our governing document
- agree to pay £1 towards Pyramid's debts if it closed down and owed money

Legal members have a say about how Pyramid is run. For example, by electing our Board of Trustees.

## **Member**

A person who pays (or receives funding) to attend Pyramid as a service.

## **Staff / staff member / employee**

A person who has a permanent or fixed-term contract of employment with Pyramid, and is paid through Pyramid's payroll. In employment law, they are referred to as 'employees'.

## **Support Artist Facilitator**

A freelance worker. The Support Artist Facilitator assists the Core Worker and Artist Facilitator in Pyramid sessions where a third paid worker is needed. Usually this applies to our sessions for people with profound and multiple learning disabilities (PMLD). See the Support Artist Facilitator Role Description for more information.

## **Trustee / Board / Board of Trustees / Board member**

All Registered Charities must be governed by a Board of Trustees.

A Trustee is a legal member of Pyramid, who is elected by other legal members to become a Trustee.

Being a Trustee is a voluntary (unpaid) role, but Trustees have important legal responsibilities that other volunteer roles do not.

For example, Trustees must make sure that Pyramid follows the rules of its governing document, and that Pyramid spends the money it receives in ways that meet its charitable objectives. See the Trustee Role Description for more information.

## **Volunteer**

A person who gives their time to do something for Pyramid but is not paid. Usually, volunteers attend Pyramid group sessions to support members in making art. Sometimes people volunteer to do other things, like help in the office or redecorate.

Volunteers can claim expenses (e.g. for travel) but they are not paid for their time.

Volunteers do not have employment rights like employees and workers. However, they are expected to abide by Pyramid's policies and procedures in the same way.

See the Arts Volunteer Role Description and the Volunteer Recruitment, Induction and Training Policy for more information.

## **Work Experience and Student Placements**

People who attend Pyramid for school / college work experience, or university student placements, are usually treated as volunteers. A signed agreement will be made between Pyramid and the organisation requesting the placement which explains the responsibilities of each organisation, and the person on placement.

## **Section 2: Key terms**

### **Development Teams / D-Teams**

One member and one artist facilitator regularly working together to develop the artistic skills, or explore the personal creative interests of the member.

### **Governing Document / Rules / Memorandum and Articles of Association / Mem & Arts**

This is a legally required document which was written when Pyramid first formed.

It explains what Pyramid's purpose is, and how it must be run. For example, it explains how the Board of Trustees is elected, and what powers they have.

The legal name for this document is the "memorandum and articles of association" but often this is shortened to "mem and arts". It can also be referred to as the "governing document", or sometimes more simply as "the rules".

Everything that Pyramid does as an organisation must be in accordance with the rules. The Trustees are responsible for making sure of this.

### **Groups / Discovery Groups / Pyramid Groups**

A group of members who attend the same session at Pyramid on a regular basis, and do the same arts activity together.

Groups are usually supported by one core worker, one artist facilitator and one or more volunteers.

Each group has a name, and some groups are designed for specific groups of people. For example, the YoYos group is for young people, and the High Rise Music Group is for people with profound and multiple learning disabilities (PMLD).

### **Policies and Procedures**

Policies explain how Pyramid works and what its rules are. Procedures are the parts of policies which explain the specific steps of a process. For example, how to handle a complaint.

Some policies are legally required, like the Health and Safety Policy which explains how Pyramid keeps people safe. Other policies are ones that Pyramid has chosen to adopt, like the Code of Conduct which explains the standards of behaviour we expect from everyone.

Policies and Procedures help Pyramid to keep within the law, to keep people safe, to be accountable, and to make sure everyone is treated fairly.

Everyone is expected to act according to our policies and procedures while carrying out work of any kind or taking part in activities at Pyramid. They can all be found online at <https://pyramid.org.uk/policies-and-procedures>

## **Safeguarding**

Safeguarding refers to the procedures which are in place to protect children and vulnerable adults who are at risk of abuse or neglect.

## **Vulnerable Adult**

A person is considered to be a vulnerable adult if they are aged 18 or over and, “may be in need of community care services by reason of mental or other disability, age or illness; and may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.” (Department of Health)