



**Highland Children and
Young People's Forum
New Start Highland Offices
9 Carsegate Road North
Inverness
IV3 8DU**



**Highland
Children and
Young People's
Forum**

Scottish Charity Number: SC049417

Highland Children and Young People's Forum

Policy and Procedure Booklet

2019-2020



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HCYPF Health and Safety Policy

The Board of Trustees of Highland Children and Young People's Forum [HCYPF] has ultimate responsibility for the health and safety of all its Members, Employees, Volunteers and Visitors while engaged on HCYPF business. The responsibility is delegated through the Board of Trustees to the HCYPF Policy Lead who is entrusted with the implementation of all statutory requirements arising from the Health and Safety at Work Act, 1974 and the appropriate Fire Safety legislation.

Health and Safety Arrangements

In Case of Fire HCYPF staff are required to leave the premises and to summon the Fire Service from an external telephone. No HCYPF personnel are to hazard themselves in fighting a fire on HCYPF premises.

When HCYPF personnel are operating in the premises of other organisations they are to familiarise themselves with the Fire Instructions of the premises and obey them in the case of an Emergency.

Accidents or Incidents during HCYPF work Every employee/volunteer has a duty to report any such accidents or incidents to assist the Policy Lead in determining the cause and to help in any subsequent investigation with the aim of preventing a recurrence. Each incident or accident must be recorded in the Accident and Incident book.

First Aid Facilities are provided in the New Start Highland Office and lone workers should have a first aid kit in their car.

Staff/Volunteers must notify the Policy Lead in the event of personal injury resulting from any accident, or if the staff/volunteer shows any signs of ill health. Any employee/volunteer under medical supervision, i.e. Diabetes, Epilepsy or like condition which might require specialist medical treatment should notify the Chairperson of the condition on joining HCYPF as a member of staff or volunteer, or as soon as the condition is diagnosed by their medical advisor.

Hygiene is a basic part of any Health and Safety programme. Handwashing and toilet facilities are provided and maintained in the communal areas of the Newstart Office building. Any shortcomings should be reported to the Policy Lead.

Maintenance of property and equipment to ensure personal safety is the responsibility of the Policy Lead. There are arrangements for the regular inspection and servicing of the equipment used. Any fault occurring between such inspections should be reported immediately to the Policy Lead who will withdraw the equipment from use and arrange its repair or replacement where appropriate. Any staff member or volunteer who uses their own equipment,



i.e. Computer or other item of IT equipment, is solely responsible for maintenance and use.

Risk Assessment Process

HCYPF Risk Register is reviewed and updated by the Board of Trustees bi-annually or as required. Each participation event (not in school or other youth organisation premises) must have two HCYPF staff members/volunteers to support group. Each event should have a separate risk assessment form, although similar events may use the same form.

Staff should refer to ergonomic information in Employee Handbook.

Policy Ratified on: 16/02/2020

Due for review: February 2022

Signed: Dr Gaener Rodger

HCYPF Child and Vulnerable Adult Protection Policy

We believe that every person regardless of age has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a child or young person being physically or psychologically damaged. In our organisation, if we have suspicions about a child or vulnerable person's physical, sexual or emotional well-being, we will take action.

A vulnerable young person refers to an individual aged 16 or above who finds it difficult to keep themselves or their property safe and might be more vulnerable to harm from other people because of a disability, illness or mental disorder/infirmity.

We recognise that child and vulnerable young person protection should not be treated in isolation - we will take on board guidance given by Safer Highland and the Highland Child Protection Committee and will address recruitment and selection of volunteers and paid employees by doing the following:

- We accept that it is our responsibility as an organisation to check that all adults in positions requiring disclosure checks are members of the appropriate Protection of Vulnerable Groups Scheme and have been appropriately vetted



- We will ensure we have a record of personal details for each member of staff/volunteer
- We will ensure we have carried out necessary checks in relation to anyone working with children and young people, including requesting references where appropriate
- We will interview prospective volunteers and staff
- We will notify Disclosure Scotland if anyone on the Disqualified from Working with Children List applies to work for or volunteer with our organisation
- We will ensure that all staff are given Codes of Practice to work to
- We will remove any member of staff or volunteer whom we know or suspect to have caused harm to a child or to have placed a child at risk of harm and we will notify Disclosure Scotland of our actions and the reasons for them, even if that person has left our organisation

All members of staff and volunteers are encouraged to share concerns with the organisation's Child and Vulnerable Young Person Protection Lead. If the situation urgent, the child/vulnerable young person is too frightened to go home or we have very serious doubts about the child's safety, we will contact Social Work or Police immediately.

Child and Vulnerable Young Person Protection Is Everyone's Responsibility

If our concerns are more general about a child or young person's welfare, then we will discuss these with our organisation's Designated Person, who would then make a referral to an appropriate professional for assessment of the child or young person's needs. It is important that all volunteers and staff communicate concerns accurately.

If the situation is clearly an urgent case, the child or young person is too frightened to go home or we have very serious doubts about the child or young person's safety, we will contact Social Work Services or Police immediately.

To this end, volunteers and staff will follow the procedures below:

- Upon the receipt of any information from/suspicious about a child or vulnerable young person, it is necessary to make an accurate and detailed written record of what they have seen, heard or know, at the time the event occurs;
- Share their concerns with the Designated Lead for the organisation and agree what action to take;



- Avoid asking any more questions than are necessary to clarify whether there is a concern. Always REFER to statutory services to undertake in depth INVESTIGATION of any suspicions or allegations about abuse.

If we have concerns we must act - it may be the final piece of the jigsaw that is needed to protect that child/vulnerable young person or we may prevent, further children/vulnerable young people from being hurt.

Contact numbers for Local Family Teams and the Police are available at www.hcpc.scot

Police	101 (non-urgent)
	999 (urgent)
Out of hours Social Work Emergency Service:	08457 697284

For vulnerable young person over the age of 18 contact Adult Social Care Team:

During office hours: 0800 902 0042

Out of hours 0845 601 4813

Policy Ratified on: 29th April 2019 Due for review: April 2020

Signed: Gaener Rodger, Chair

HCYPF Confidentiality Policy

The Principle

Highland Children and Young People’s Forum [HCYPF] should treat in confidence information about members, consultation participants and staff. The confidentiality principle helps to create an environment in which children and carers can speak freely and staff can work in safety. The



HCYPF Confidentiality Policy should be read in conjunction with the HCYPF Data Protection Policy.

Practical Aspects of Confidentiality

- The confidence of the participant should be respected at all times
- The confidentiality of the data should be respected at all times.
- The confidentiality agreement is between the participant and the Forum, not an individual member of staff.

- The anonymity of participants should always be maintained unless information about a child or vulnerable young person protection issue is being shared.
- Prior consent from a participant should be obtained if it is necessary to contact a third party on their behalf. Unless it is a child or vulnerable young person protection concern, in which case they should be informed.
- Information about a participant, sufficient to enable identification, should not be disclosed to a third party without the prior consent of the participant.
- Discussion about the content of a participant's testimony should take place only within HCYPF. The discussion should always be purposeful and should take into consideration the feelings of the other members of staff. Discussions out with HCYPF should take place on the basis of the testimony being rendered anonymous.
- Any personal information volunteered by staff in the course of training or supervision must remain confidential to those sessions.

Breaking Confidentiality

The principle of confidentiality is fundamental to HCYPF. Breaking confidentiality is a serious matter and must not be undertaken lightly. The only circumstances in which a breach of confidentiality may be justified are:

- where there is a danger to the enquirer or others,
- when not to do so would be breaking the law.

The following guidelines should be observed:

- The initial assumption will be that confidentiality will be maintained.
- The situation will be discussed with the participant, and their permission sought to break confidence
- If the participant withholds permission, but the member of staff believes that the service may still have to break confidentiality, the enquirer should be informed of this.



- Before breaking confidentiality, the member of staff must discuss the enquiry with the Chair Person of the HCYPF Board of Trustees or, in his/her absence, the staff mentor, who will be responsible for the decision. A decision to break confidentiality should not be taken by one person alone. Unless it is urgent for the safety of an individual in which case Chair should be informed at the earliest opportunity.
- A detailed written record of how the decision was reached must be kept by the Board of Trustees.

Policy Ratified on: April 29th 2019 Due for review: April 2020

Signed: Gaener Rodger, Chair

HCYPF Data Protection Policy

This policy should be read in conjunction with the HCYPF Confidentiality Policy.

The Highland Children and Young People's Forum Data Protection Policy aim is to meet all obligations in full compliance with the EU's General Data Protection Regulation (GDPR 2018).

- The GDPR applies to 'controllers' **and** 'processors'.
- A controller determines the purposes and means of processing personal data (Highland Children and Young People's Forum Board of Trustees)
- A processor is responsible for processing personal data on behalf of a controller (staff, Board of Trustees, Book keeper, SCVO, HMRC, NEST Pensions).
- As a processor, the GDPR places specific legal obligations, for example, Processors are required to maintain records of personal data and processing activities. Processors will have legal liability if responsible for a breach.

Personal data

The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.

This definition provides for a wide range of personal identifiers to constitute personal data, including name, participant number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people.

The GDPR applies to both automated personal data and to manual filing systems where personal data are accessible according to specific criteria. This



could include chronologically ordered sets of manual records containing personal data.

Personal data that has been pseudonymised – e.g. key-coded – can fall within the scope of the GDPR depending on how difficult it is to attribute the pseudonym to a particular individual.

Highland Children and Young People’s Forum holds personal data for: staff members; participants in consultation projects; parents; volunteers; members; staff in partner organisations; professionals; public servants; people who subscribe to HCYPF information.

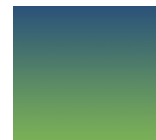
HCYPF shares personal data re staff members with: Scottish Council for Voluntary Organisations (SCVO) who operate the pay roll; HMRC and NEST Pensions.

The GDPR refers to sensitive personal data as “special categories of personal data” (see Article 9). From these special categories, HCYPF might hold information about participants that includes: race; health; sexual orientation. The only legal basis for HCYPF to hold such information would be informed consent.

Highland Children and Young People’s Forum Board of Trustees as the Controller of the purpose and procedures regarding personal data shall be responsible for, and be able to demonstrate, compliance with the principles of the GDPR.

Personal Data held by Highland Children and Young People’s Forum will be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- 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, research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step will be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, will be erased or rectified without delay;
- 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, research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and

- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

Lawful basis for processing personal data

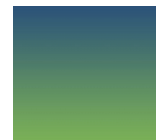
The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever Highland Children and Young People’s Forum processes personal data:

- **Consent:** the individual has given clear consent for HCYPF to process their personal data for a specific purpose. [e.g. participants in consultation work]
- **Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract. [e.g. employees]
- **Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations). [e.g. tax information; child protection information]
- **Vital interests:** the processing is necessary to protect someone’s life.
- **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- **Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

Personal data for: Participants, parents, members, volunteers, partner organisations, professionals and subscribers will be on the legal base of consent

Consent must be freely given: Highland Children and Young People’s Forum will provide people with accessible information and genuine ongoing choice and control over how HCYPF use their data.

Highland Children and Young People’s Forum will ensure consent is obvious and requires a positive action to opt in. Consent requests will be prominent,



unbundled from other terms and conditions, concise and easy to understand, and user-friendly.

Consent will specifically include the name of Highland Children and Young People's Forum, the purposes of the processing and the types of processing activity.

Highland Children and Young People's Forum will ensure that consent is explicit and confirmed in words, rather than by any other positive action.

Highland Children and Young People's Forum will review and seek renewed opt in consent for personal data held annually.

Participants will be offered consent to membership of Highland Children and Young People's Forum, or subscription to reports.

Participants' personal data will be held for up to six months after publication of a report, to offer participants an opportunity to comment.

All reference to personal responses in reports will be anonymised. Highland Children and Young People's Forum recognise that the complexity of some conditions within the small population of Highland may mean that an individual may still be identified from the anonymised data. All efforts will be made to avoid this.

Highland Children and Young People's Forum Consent
HCYPF consent will be made available in accessible formats and will be: prominent, concise and easy to understand.

It will include:

- the name of the organisation;
- why HCYPF want the data;
- what HCYPF will do with it;
- how long data will be kept and how it will be erased
- that individuals can withdraw consent at any time

Highland Children and Young People's Forum will ask people to actively opt in. We will not use pre-ticked boxes, opt-out boxes or other default settings. Wherever possible, we will provide separate ('granular') options to consent to different purposes and different types of processing.

Highland Children and Young People's Forum will keep records to evidence the process of consent.

Highland Children and Young People's Forum will make it easy for people to withdraw consent at any time they choose.

Policy Ratified on: 29th April 2019
2020

Due for review: April



Signed: Gaener Rodger, Chair

HCYPF Duty of Candour Policy

The Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016 received Royal Assent on 6 April 2016 and introduced a new organisational duty of candour on health, care and social work services. The implementation date for the duty of candour provisions to come into effect is 1 April 2018.

Purpose

The overall purpose of the new duty is to ensure that organisations are open, honest and supportive when there is an unexpected or unintended incident resulting in death or harm, as defined in the Act. This duty requires organisations to follow a duty of candour procedure which will include notifying the person affected, apologising and offering a meeting to give an account of what happened. The procedure will also require the organisation to review each incident and offer support to those affected (people who deliver and receive care). The details of this procedure are found in the Duty of Candour

Guidance at: www.gov.scot/publications/organisational-duty-candour-guidance/. Organisations will have a new requirement to publish an annual report on when the duty has been applied. This will include the number of incidents, how the organisation has complied with the duty and what learning and improvements have been put in place.

Key Principles:

- Providing health and social care services is associated with risk and there are unintended or unexpected events resulting in death or harm from time to time.
- When this happens, people want to be told honestly what happened, what will be done in response, and to know how actions will be taken to stop this happening again to someone else in the future.
- There is a need to improve the focus on support, training and transparent disclosure of learning to influence improvement and support the development of a learning culture across services.



- Candour is one of a series of actions that should form part of organisational focus and commitment to learning and improvement.
- Transparency, especially following unexpected harm incidents is increasingly considered necessary to improving the quality of health and social care.
- Being candid promotes accountability for safer systems, better engages staff in improvement efforts, and engenders greater trust in patients and service users.

The responsible person

The Act defines the “responsible person” as: (a) a Health Board, (b) a person (other than an individual) who has entered into a contract, agreement or arrangement with a Health Board to provide a health service, (c) the Common Services Agency for the Scottish Health Service (d) a person (other than an individual) providing an independent health care service (e) a local authority, (f) a person (other than an individual) who provides a care service, (g) an individual who provides a care service and who employs, or has otherwise made arrangements with, other persons to assist with the provision of that service (h) a person (other than an individual) who provides a social work service

This means that the new Duty applies to organisations and not individuals. It is placed upon health, care and social work organisations.

In Highland Children and Young People’s Forum, the responsible person is the Policy Lead.

The responsible person has responsibility for:

- carrying out the procedure
- undertaking any training required by regulations
- providing training, supervision and support to any person carrying out any part of the procedure as required by regulations
- reporting annually on the duty

Incident which activates the duty:

The duty of candour procedure must be carried out by the responsible person as soon as practicable after becoming aware that an individual who has participated in Forum activities has been the subject of an unintended or unexpected incident, and in the reasonable opinion of a registered health professional has resulted in or could result in:

- death of the person
- a permanent lessening of bodily, sensory, motor, physiologic or intellectual functions



- an increase in the person's treatment
- changes to the structure of the person's body
- the shortening of the life expectancy of the person
- an impairment of the sensory, motor or intellectual functions of the person which has lasted, or is likely to last, for a continuous period of at least 28 days
- the person experiencing pain or psychological harm which has been, or is likely to be, experienced by the person for a continuous period of at least 28 days
- the person requiring treatment by a registered health professional in order to prevent – (i) the death of the person, or (ii) any injury to the person which, if left untreated, would lead to one or more of the outcomes mentioned above

The procedure

The 'duty of candour procedure' means the actions to be taken by the responsible person in accordance with regulations made by the Scottish Ministers. The regulations detail the specific actions and recording of information required by the responsible person when carrying out each stage of the procedure. The regulations will be available at: www.gov.scot/Topics/Health/Policy/Duty-of-Candour.

The key stages of the procedure include:

- to notify the person affected (or family/relative where appropriate)
- to provide an apology
- to carry out a review into the circumstances leading to the incident
- to offer and arrange a meeting with the person affected and/or their family, where appropriate (e) to provide the person affected with an account of the incident
- to provide information about further steps taken
- to make available, or provide information about, support to persons affected by the incident
- to prepare and publish an annual report on the duty of candour

Policy Ratified on: December 2018 Due for review: December 2019

Signed: Gaener Rodger, Chair

HCYPF Complaints and Whistle Blowing Policy and Procedures



Highland Children and Young People's Forum Policy Statement

Highland Children and Young People's Forum seeks to operate in a way that is respectful and professional at all times. As an organisation we seek to be reflective in our practice to improve on our performance. Consequently, Highland Children and Young People's Forum welcomes feedback whether a suggestion or a complaint.

Review arrangements

We will review this policy and its associated procedures annually as part of our self-evaluation arrangements and revise it as and when necessary in response to feedback or issues that may emerge in the subject matter of complaints received.

If you would like to provide any feedback please find our contact details at the end of this document.

How should I complain?

Highland Children and Young People's Forum staff members are reflective practitioners who should welcome and respond to any complaints. Where possible any problem should be reported to a staff member at the earliest opportunity.

If the staff member cannot help or you wish to speak to someone else, you can ask to speak to the Forum Chair Person, contact details below. If this is not possible, or if you are not satisfied with the help provided by the Forum Chair Person, please send a written complaint, normally within one month of the event you are complaining about and address it to the address at the end of policy.

If I complain what details do I have to give?

When you contact us, please provide:

- Your full name, contact details, e-mail address, and daytime telephone number
- A full description of your complaint (including the subject matter and dates and times if known)
- Any names of the people you have dealt with so far
- Copies of any papers or letters to do with the complaint

Confidentiality and whistle blowing

Sometimes a complainant will wish to remain anonymous. However, it is always preferable to reveal your identity and contact details to us, and if



you are concerned about possible adverse consequences please inform us that you do not wish for us to divulge your identity.

If it helps to reassure you on this point, we can confirm that we will not disclose information if to do so would be a breach of confidentiality and/or any other legal duty.

While we are prepared to investigate issues which are reported to us anonymously and/or by whistle-blowers we shall always try to confirm an allegation by means of a separate investigation before taking up the matter with those the complaint/allegation relates.

What will happen to my complaint?

We will acknowledge receipt of your complaint within five working days, letting you know who is investigating your complaint.

We aim to investigate the complaint within 20 working days. If your complaint is more complex, or involves people who are not available at the time, this time period may be extended. We may contact you within this period to seek further information or clarification (in some instances we may recommend a meeting). At the end of the investigation we shall write/email to inform you of our decision.

If any part of your complaint is upheld we will respond to the complainant accordingly and give due consideration to how we can improve our service.

In situations where a complaint has been successful, we will give due consideration to the outcome and will take identified actions.

What if I am not happy with the reply?

If you disagree with the decision it will be reviewed by three other members of Highland Children and Young People's Forum Committee. Their decision shall be final.

Reports on particular complaints will be securely kept online for three years and then deleted.

Register of complaints will be kept for ten years.

Highland Children and Young People's Forum Complaint contact details:

Policy Lead
Gillian Newman
policy@HCYPF.org

07789680812



Participation Lead

Emma Thomas

participation@HCYPF.org

07789680811

Chair Person

Dr. Gaener Rodger

chair@HCYPF.org

Postal address:

Highland Children and Young People's Forum

New Start Highland Offices

9 Carsegate Road North

Inverness

IV3 8DU

Policy Ratified on: February 2019 Due for review: February 2020

Signed: Gaener Rodger, Chair

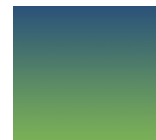
HCYPF Equality and Diversity Policy

This Equality and Diversity Policy aims to ensure that the terms of the Equality Act 2010 are fully complied with.

The Equality Act 2010 has codified and amended existing discrimination legislation, covering for example age, sex, race, and disability discrimination.

The Act now provides various safeguards for these attributes, which are referred to as 'Protected Characteristics'. These are:

- > Age
- > Disability
- > Gender reassignment
- > Marriage and civil partnership
- > Pregnancy and maternity
- > Race
- > Religion or belief
- > Sexual orientation



The Act provides for specific forms of 'Prohibited Conduct' by which these characteristics are protected.

Highland Children and Young People's Forum (HCYPF) is committed to providing a working environment in which employees are able to realise their full potential and to contribute to the achievement of the aims of HCYPF irrespective of these "protected characteristics". This is a key employment value to which all employees are expected to give their support.

HCYPF is also committed to providing participation and volunteering opportunities to children and young people to enable them to realise their full potential to contribute to the work of HCYPF and its aim of improving services for children and young people with additional support needs.

Scope

This policy applies to all employees, Charity Trustees and other volunteers, including children and young people.

HCYPF Responsibilities

HCYPF is committed to identifying and eliminating discriminatory practices, procedures and attitudes throughout the organisation. HCYPF expects employees, board members and volunteers to support this commitment and to assist in its realisation in all possible ways.

HCYPF aims to ensure that no employee, job applicant, volunteer or participant is discriminated against, either directly or indirectly, on the grounds of age, gender, race colour, nationality, ethnic or racial origin, marital status, religious belief, political opinion or affiliation or disability.

This commitment applies to all aspects of HCYPF operation:

- Employee recruitment and selection, including advertisements, job descriptions, interview and selection procedures
- Promotion and career development opportunities
- Training
- Grievance handling and the application of disciplinary procedures
- Selection for redundancy
- Terms and conditions of employment, and access to employment related benefits and facilities
- Volunteer recruitment and support
- Work of Board of Trustees

- Development of children and young people's participation



Trustee Responsibility

The Board of Trustees are responsible for the equality of opportunity. Equality of opportunity is part of the larger management responsibility of ensuring that the employment environment provides employees with motivation to do a good job. Equality of opportunity is also part of the development of volunteers and young participants. This will be impossible to achieve if individuals feel they are being treated unfairly.

Where problems or complaints arise the Board of Trustees must take these seriously and make sure they are fully investigated and that any necessary follow-up action is taken. This may include initiating disciplinary action against employees who have committed acts of discrimination or harassment. For volunteers this may range from counselling to ending the volunteer position.

Employee Responsibility

Employees have a personal responsibility for the practical application of all aspects of the Equality Act. The co-operation of all employees will be needed for HCYPF to make real progress in this area and particularly by making suggestions to managers about how the working environment can be improved to enhance the equality of opportunities.

Volunteer Responsibility

The promotion of equality and diversity will be a core part of any HCYPF work with volunteers. All volunteers will be expected to work with others without discrimination or harassment.

Harassment and Discrimination

HCYPF believes that all employees and volunteers are entitled to be treated with dignity and respect while at work and when representing HCYPF in any capacity.

This policy statement has been prepared to make clear to employees and volunteers that HCYPF will not tolerate the harassment of one employee/volunteer by another.

Harassment is defined as behaviour, which an employee/volunteer finds offensive, or which the employee/volunteer feels creates an oppressive work environment. The offender need not necessarily be employed by the employer (harassment by a third party).



Harassment is also actionable where the complainer finds conduct offensive even if it is not directly made against him or her:

Direct Discrimination - where a person is treated less favourably than another person or group by virtue of their protected characteristic.

Indirect discrimination – where a policy, criterion or practice is applied to everyone, but causes detriment to a person/group by virtue of their protected characteristic

Associative discrimination – where a person is directly discriminated against because of their association with someone who has a protected characteristic. The person need not necessarily suffer from that same (or any) protected characteristic

Perceptive discrimination – where a person is directly discriminated against because they are perceived to have a protected characteristic. It is irrelevant whether that person actually has that protected characteristic.

How complaints of Discrimination and Harassment will be dealt with

Discrimination and harassment are often complex matters, and there is no single way of dealing with every suspected or alleged instance. In some cases, employees/volunteers may be able to deal satisfactorily with an issue by raising it with a representative of the Board of Trustees.

A more formal means of complaint for employees is to utilise the HCYPF's Grievance Procedure set out in the Employee Handbook. A more formal means of complaint for volunteers is to utilise the Complaints and Whistle Blowing Policy and Procedures. Irrespective of how an issue of harassment arises, HCYPF commits itself to resolving all matters of harassment.

If you are accused of Discrimination or Harassment

If you are accused of acting in a discriminatory manner towards a fellow employee, a job applicant or volunteer or if you are accused of harassment, the complaint will be fully investigated.

In the course of the investigation you will be given a proper opportunity to rebut the allegation, and provide an explanation of your actions.

If it is concluded that there was no discrimination or harassment this will be the end of the matter. If it is concluded that a false claim has been



maliciously made against you, the person or persons responsible may be subject to disciplinary action.

If it is concluded that you have acted in a discriminatory manner, or have harassed another employee or volunteer, the Board of Trustees will consider what action to take. For employees this may range from counselling to formal disciplinary action, including dismissal in serious cases. For volunteers this may range from counselling to ending the volunteer position.

Future Developments

HCYPF will keep its policies under review as social attitudes and legislation change. HCYPF will implement changes where these could improve equality of opportunity.

This commitment applies to all the HCYPF's employment policies and procedures.

Policy Ratified on: 17th June 2019 Due for review: June 2020

Signed: Gaener Rodger, Chair

HCYPF Recruitment and Selection Policy

Policy Statement

Highland Children and Young People's Forum [HCYPF] recognises that achievement of its strategic goals and the securing of its values is dependent on the recruitment and the retention of a skilled and committed workforce. HCF's Recruitment and Selection policy, procedures and practices are designed to help secure this and in relation to which, equality of opportunity is an integral part.

Aims and Objectives

The Recruitment and Selection Policy has the following aims and objectives:-

- to ensure all recruitment and selection procedures comply with HCF's Equal Opportunity Policy
- to ensure that all appointments are made on merit
- to attract sufficient applications from potential candidates for appointment with the skills, qualities, abilities, experience and competencies deemed as being necessary to the job



- to develop and maintain procedures which will assist in ensuring the appointment of the most suitable candidate
- to ensure that recruitment procedures are clear, valid and consistently applied by those involved in recruitment and that they provide for fair and equitable treatment for those who apply for employment
- to base selection decisions and criteria directly on the demands and requirements of the job and the competencies identified as necessary for satisfactory performance
- to ensure that all employees involved in the recruitment and selection process are properly trained in order that the objectives of the policy are met
- to observe any legal requirements which apply to the recruitment and selection process

Policy Ratified on: 17th June 2019 Due for review: June 2020

Signed: Gaener Rodger, Chair

HCYPF Recruitment of Ex-Offenders Policy

Highland Children and Young People's Forum [HCYPF] undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

We will only request a Protection of Vulnerable Groups Scheme membership where it is necessary and relevant to the position sought. Where a position requires such a disclosure we will make this clear on the application form, job advert and any other information provided about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information during recruitment, that is directly relevant to the position sought, could lead to withdrawal of an offer of employment.

At interview or when receiving a disclosure which shows a conviction, we will take into consideration:-

- Whether the conviction is relevant to the position being offered



- The seriousness of the offence revealed.
- The length of time since the offence took place
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changed since offending took place.

We will ensure that all our members (staff or volunteers) involved in the recruitment process are aware of this policy and have received relevant training and support. We undertake to make a copy of this policy and the Code of Practice, available to any applicant for a post with HCF that requires a disclosure.

Policy Ratified on: 17th June 2019 Due for review: June 2020

Signed: Gaener Rodger, Chair

HCYPF Volunteer Policy

HCYPF recognises that volunteers are a major resource and make a vital contribution to our constitutional objectives. HCYPF seeks to encourage, develop and support volunteer involvement. We recognise that the role of volunteers will complement and not replace the roles of paid staff.

A volunteer for HCYPF is a person who does voluntary work on our behalf. It is undertaken by choice and it is unpaid. HCYPF undertakes to organise volunteering effectively. HCYPF volunteers serve on our Board of Trustees or help with the delivery of our services through attending / supporting planned events as a representative of HCYPF. Volunteers also support HCYPF through advice or mentoring roles.

The relationship between HCYPF and volunteers is one of mutual responsibility and commitment.

HCYPF commits to the following Principles of Good Practice:

- Tasks performed by volunteers will be clearly defined
- Records of work done by volunteers will be kept
- Volunteering will complement the work of staff



- Volunteers will be able to express their views to HCYPF
- All policies will be annually reviewed and ratified in regard to volunteers

Recruitment of volunteers will be in accordance with HCYPF Recruitment and Selection Policy, Equal Opportunities Policy and Child and Adult Protection Policy. Volunteers will be provided with induction into their particular role and to all HCYPF policies and procedures. Volunteers will be made aware of the complaints procedure. Volunteers will be offered support in the role as appropriate. Volunteer expenses will be met.

Policy Ratified on: 29th April 2019 Due for review: April 2020

Signed: Gaener Rodger, Chair

HCYPF Participation and Consent Policy

The Forum's policy on participation is expressed in the following terms:

- It is of fundamental importance to the Forum to enable children and young people to express their views independently. The Forum will seek to work in partnership with organisations that shares this goal.
- The Forum regards as primary evidence the testimony that it gains from children and young people themselves expressed through what ever media best suits their needs and challenges. Wherever possible this evidence will be gained independently without the interpretation of parents or carers or from professionals who administer care or education to them
- Where primary evidence cannot be obtained from children and young people directly the Forum will seek secondary evidence from parents and carers.
- The Forum will also seek evidence on the issues that affect parents and carers as a result of their roles as the carers of children and young people with additional needs and will seek to work in partnership with organisations that have a focus on carer issues.
- The Forum will accept evidence from professionals interested in the nurturing and development of children and young people with additional support needs but will always regard this as subsidiary testimony to that obtained from primary or secondary sources.
- The Forum recognises that the perceptions of a child or young person with additional needs of their situation or life experience may differ from that of their carers or the professionals who work with and for them. However



in its work the Forum will always emphasise the primary testimony that it obtains from children and young people with additional needs.

Consent to take part in a consultation exercise will be sought from all Children and Young People (CYP), but will be also sought from the parent if CYP is:-

- under 12
- unable to make an informed decision

If CYP are 12-16 parents/carers will be informed that the CYP has consented to take part.

CYP can opt out of the consultation at any time.

Participants will be told the purpose of the consultation, the likely format, and receive acknowledgement and feedback.

Policy Ratified on: 29th April 2019 Due for review: April 2020

Signed: Gaener Rodger, Chair

HCYPF Lone Worker Policy

Aims Of The Policy

- To implement safe systems of work to reduce the risks to lone workers to as low a level as is reasonably practicable.
- Identify roles and responsibilities.
- To ensure that risk in relation to lone working is assessed in a systematic and on-going way.
- To increase staff/volunteer awareness and to encourage full reporting and recording of incidents related to lone working.
- To ensure that staff/volunteer training and support are provided to those who are required to work alone.
- To reduce the number of incidents related to lone working.

A lone worker is an individual who works in isolation from other colleagues, usually in community settings, where there is no fellow worker in close proximity and where an incident could occur without witnesses or assistance available. The work can also often occur in isolated areas and out of hours.



Staff/volunteers must only work within their own recognised area of competence and capability.

This policy applies to all situations where staff/volunteers are involved in working alone, in connection with their duties and activities.

- Lone workers should inform colleagues or family members of where they expect to be at any given time. This should include the full address of the location and, if possible, contact details. Should an emergency arise or an unscheduled visit has to be undertaken, the worker should inform a colleague or family member so that whereabouts are noted and recorded.
- Lone workers should phone in to an appropriate contact at an agreed time of every working day. They should also phone in before and after any situation where a potential hazard has been identified.
- Lone workers should not carry out any task or duty which is considered unsafe for a single individual or which has an unacceptable level of risk of causing harm.
- Lone workers should receive risk assessment training and, where appropriate, training in interviewing, counselling and de-escalation.
- A written risk assessment should be prepared by all lone workers, covering all regular tasks, duties and work patterns.
- It is the duty of all lone workers to report any identified hazards to the Core Team, Health and Safety representative and others as relevant including clients or other staff.
- All incidents and accidents should be recorded in the Incident Book. This should include violence of any description and incidents and accidents not arising directly out of Highland Children and Young People's Forum's [HCYPPF] work or on HCYPPF premises but having a potential consequence for clients and HCYPPF staff. (e.g. a school evacuation during a consultation event).
- All accidents in cars while on business must be recorded and where appropriate reported to insurance company and or police.
- All lone workers should have a working knowledge of First Aid and adhere to the health and safety policy.
- Lone workers should immediately remove themselves and clients from any hazardous or potentially hazardous situation. Assistance should be sought and a report made to the Board of Trustees within 48 hours.
- If a lone worker assesses that a task/situation requires 2 people for safety, then a second person must be identified to accompany lone worker in that situation.
- Lone workers should be aware that, under the terms of the Health and Safety at Work Act 1974, they have a responsibility to take reasonable care of themselves and any people affected by their work. They also have a responsibility to co-operate with their employer in their discharge of their legal obligations.
- Lone workers should be aware and operate to all Highland Children and Young People's Forum policy and procedures.



- New staff who will be employed in lone working situations will be given appropriate induction to ensure they have gained the necessary knowledge and experience to deal with situations where there is actual or potential risk.
- Mobile lone workers should carry a first aid kit suitable for treating minor injuries.
- Mobile phones should be available to all lone workers.
- Staff/volunteers should never initiate a hug or other physical contact with a young person but, where appropriate, can respond a young person initiating contact, using recognised 'safe touches' appropriate to gender. In general, a gentle touch to the upper arm can offer reassurance without misinterpretation of appropriateness.
- In the instance of being in a Lone Worker situation, physical contact with a young person should be avoided in case it may be misinterpreted.

Policy Ratified on: 29th April 2019

Due for review: April 2020

Signed: Gaener Rodger Chair

HCYPF Travel and Subsistence Policy

This policy applies to all employees or committee members of **HIGHLAND CHILDREN AND YOUNG PEOPLE'S FORUM** as of the 17/02/2020

It is a framework that covers how an employee can claim and be reimbursed for reasonable and authorised expenses that are incurred while doing business for Highland Children and Young People's Forum.

Company Expectations:

As an employee or committee member, we expect you to:

- Behave honestly, responsibly, and within the guidelines of this policy (e.g. keep costs low)
- Submit expenses as soon as possible and with enough details to explain why you've made the purchase
- Keep all receipts

As treasurer, we expect you to:

- Check that purchases comply with the policy
- Approve them promptly
- Ensure they're claimed promptly.



If employees don't comply with policy, we can delay reimbursement or reject claims. Persistent or deliberate noncompliance may result in disciplinary action.

Fraud, Bribery and Corruption

The Highland Children and Young People's Forum has a zero-tolerance approach to bribery – in compliance with relevant anti-bribery laws in all the regions in which we operate.

Offering or accepting a bribe, or behaving corruptly in anticipation of a bribe or advantage is not acceptable.

The Board of Trustees is responsible for the detection and prevention of fraud, misappropriations, and other irregularities.

Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury.

Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to the Chairperson of HIGHLAND CHILDREN AND YOUNG PEOPLE'S FORUM, who coordinates all investigations with the Legal Department and other affected areas, both internal and external.

Travel Related Expenses


The following travel-related expenses can be claimed while on Company time:

Mobile phones and internet connectivity: Use free wi-fi whenever possible. Reasonable internet connectivity charges can be added to a hotel bill unless already part of the negotiated rate.

Air, rail and road travel: All bookings should be made in economy/standard class (unless you can beat the price by booking early, in which case higher classes are acceptable).

Mileage: The following rates will apply for claiming mileage on official appointments/meetings:

- Employees can claim 45p/mile whilst on official duty.
- Volunteers can claim 45p/mile for travelling to official meetings.

- 
- If you are transporting passengers on official company business, then you can claim 4p/mile per passenger.

Insurance: Staff must be insured for using car for business purposes. Volunteers should check with insurance providers if on HCYPF business.

Parking: A reasonable amount is acceptable while on company time will be paid in full.

Bicycle: If you use a bicycle to get to meetings on Company time, then an allowance of 20p/mile is paid.

Taxis: Always try to use public transport instead of taxis (unless you are in an unsafe area).

Always keep a receipt that includes the date. You can't claim trips from work to home.

Mileage will not be paid for home to base journeys daily. Base being the HCYPF offices, 9 Carsegate Road North, Inverness, IV3

Accommodation Expenses

The following Accommodation Expenses are acceptable and are redeemable:

Accommodation must be **agreed beforehand** and be of reasonable price and standard. This period must cover at least 24 hours.

Bed and Breakfast or Hotel Accommodation should be of reasonable standard and price and if possible **should not exceed £75.00**, unless in Edinburgh or Glasgow where the price **should not exceed £85.00**. All receipts should be sent to Treasurer or Chairperson immediately for payment.

If an **employee** decides to stay with a **relative** that is with driving distance of an official appointment and an evening meal is supplied, then a **supplement of £15** can be paid to cover costs.

All these allowances are maximum levels and must not be exceeded unless authorised beforehand by Chairperson.

Food Expenses

The following Food Expenses are acceptable and redeemable:

Breakfast Allowance of up to a maximum of £10.00. Absence must be at least 4 hours.

Lunch Allowance of £7.50. Absence must be at 4 hours.

Evening Meal Allowance of £15.00. Absence must be at least 4 hours.

All these allowances are maximum levels and must NOT be exceeded unless authorised beforehand by Chairperson.



Other Expenses Allowed

Training expenses - to be agreed in advance, within annual budget, and recorded in Training Passport.

The following expenses are acceptable and all committee members will be reimbursed for them as long as it is deemed to be in the interests of the HIGHLAND CHILDREN AND YOUNG PEOPLE'S FORUM.

Professional membership fees (where relevant to your profession and agreed with your line manager)

Postage for business purposes

Visas

Agency booking fees

Exceptions

No other expense would be allowable without agreement in advance of expense being incurred.

A gift to a client may be appropriate with prior agreement.

There might be other things that we won't pay for, so make sure you explain the business reason for each claim.

Policy Ratified on: 13/02/2020

Due for review: February 2021

Signed: Dr Gaener Rodger

HCYPF Family, Carer and Special Leave Policy

This guidance outlines the support available to employees who have a caring responsibility so that they can balance work with caring commitments and continue to be effective in their role.

Who is a carer?

A carer is a person who provides a substantial amount of unpaid care on a regular basis for another individual or a person who provides more occasional support to cope with changes in circumstances or health of another individual.



The Highland Children and Young People's Forum recognises that a carer can be a spouse, parent, sibling, child or other dependent and could be living in the same home as the person being cared for or further away.

Support

The Highland Children and Young People's Forum appreciates that caring places demands on employees and at times it may be difficult for them to combine work and caring responsibilities. Therefore the Forum will adopt the following principles:

- To give sympathetic consideration to requests for support from those who have caring responsibilities, based on a shared understanding of the situation and its impact at work
- To view the making of requests for support as acceptable and ensure that no one is treated unfairly because of their caring responsibilities
- To handle requests for support with discretion and tact

Policies to support carers

A range of Highland Children and Young People's Forum policies can be used to help support employees who need time off to care for relatives or dependents either on a short or longer term basis including Flexible Working, Parental Leave, Time off for Dependents and Special & Other Leave.

Flexible Working

What is flexible working?

Employees who are finding it difficult to balance their work life with their caring responsibilities, may be helped by flexible working. Flexible working can mean:

- Flexible starting and finishing hours
- Compressed working hours (where you work full-time hours but over fewer days)
- Annualised Hours e.g. Term-time working
- Job share
- Reduced Hours/ Part time working
- Working from home
- Time off in lieu (TOIL) arrangements



Who can ask for flexible working?

The nature of the work of HCF requires employees to offer flexibility in working patterns to accommodate potential evening or weekend work. The flexibility is reciprocal and employees are able to be flexible about when they work their part-time hours which are not time and date specific.

How to ask for flexible working

Employees who want to discuss greater flexible working due to caring commitments, (e.g. the person cared for becoming ill or accumulating toil in term time and reclaiming it in school holiday time), should speak to their Nominated Line Manager about what options are available and what would best suit their caring role. To request flexible working the employee must email or write a letter to the Nominated Line Manager detailing their request.

What happens to the application?

The request will be considered by the Nominated Line Manager. The employee will receive a response within 48 hours of their request being submitted. The Board of Trustees will consider the request in a reasonable manner. If the request cannot be accommodated, they will be given a good business reason for the decision.

Parental Leave

What is Parental Leave?

The purpose of the statutory parental leave scheme is to enable employees to take unpaid time off work to spend with their child prior to its 18th birthday. It should not be confused with shared parental leave which enables parents to share a mother/lead adopter's maternity/adoption leave and pay entitlement to care for their child in the first year following its birth/placement.

Where the employee meets the eligibility requirement, they are entitled to take 18 weeks' unpaid leave for each child up to their 18th birthday. Parental leave applies to each child, not to an individual's job, so any leave taken with previous employers will count towards the employee's total entitlement of 18 weeks.

Leave may be taken in blocks of one week, normally subject to a maximum of 4 weeks' leave (per child) being granted in any one calendar



year, with part of a week counting as one week. This restriction does not apply to parents of disabled children¹, who may take their leave in multiples of one day.

Employees also have the right to reasonable time off to deal with an unforeseen matter or emergency involving their child. The HCF's Policy on Time-off for Dependents can be found below.

Who can ask for Parental Leave?

Employees who have completed one year's continuous service with the Organisation are entitled to 18 weeks of unpaid parental leave for each of their children. In addition, the employee must be:

- Named on the child's birth certificate, or
- Named on the child's adoption certificate, or
- Have legal parental responsibility for the child

If the employee doesn't live with the child, they still have the right to parental leave if they have retained formal parental responsibility.

Parental Leave can start once the child is born or placed for adoption with the employee or as soon as the employee has completed a year's continuous service, whichever is later.

How to ask for parental Leave

To request parental leave the employee must email or write a letter to the manager detailing their request. Employees must give at least 21 calendar days' notice of the period of leave they wish to take. Parents wishing to take less than one working week's leave to spend time with a disabled child must give at least 7 calendar days' notice.

Rights during Parental Leave

Continuity of employment is maintained during Parental Leave, which means there is no break in service during the employee's absence from work.

¹ A disabled child is defined as a child for whom the parent is in receipt of disability living allowance in respect of the child



All terms and conditions of employment remain in force during an employee's period of Parental Leave except for those terms relating to pay. However, employees will receive all pay awards and increments that apply during their Parental Leave

Employees are entitled to continue to receive all non-cash benefits applicable to them during their Parental Leave, such as childcare vouchers and accrual of annual leave.

During unpaid Parental Leave, neither the employee nor the HCYPF makes pension contributions. The employee's membership of the pension scheme is suspended and the period of unpaid Parental Leave does not count as pensionable service. Temporary absence from a pension scheme during a period of unpaid leave can also mean temporary suspension of life cover, not just loss of pensionable service, unless payments continue to be paid.

Time-off for Dependents

What is Time-off for Dependents?

Employees have a statutory right to a reasonable amount of unpaid time off work to deal with emergencies involving 'Dependents'. This could be an employee's spouse or partner (including same-sex relationships), child, parent, or anyone living in the employee's household as a member of the family.

Whilst there is no statutory provision for paid time off to deal with emergencies, the HCYPF provides for time off with full pay of up to 10 days per calendar year (i.e. 1 January to 31 December), pro rata for part time employees, to deal with emergency situations involving Dependents.

Any provision for time off in excess of 10 days would normally be on an unpaid basis. However, with their Line Manager's agreement, it may be possible for employees to use some paid annual leave provision to deal with emergency situations that last more than a few days.

The types of emergencies covered by this policy include:

- Time off to make alternative arrangements when normal childcare arrangements have unexpectedly broken down
- The illness of a dependent where the employee needs to attend hospital in an emergency situation, or to provide immediate care for the dependent before longer term arrangements are put in place



- To deal with an unexpected incident involving the employee's child, where a child is suddenly taken ill, has been injured or has been excluded from school, for example

The provision for paid time off under this policy is not intended to be a long term arrangement. Employees will normally be expected to take no more than one or possibly two days off to deal with each specific emergency. For example if a child is taken ill with chickenpox, paid time off will be granted to deal with the immediate crisis, including for example taking the child to the doctor and making arrangements for longer term care. An employee would not be entitled to paid time off for the duration of the child's illness.

Additionally, if a situation requiring the employee to be absent from work is planned or foreseen, then it would not be classed as an emergency.

How to ask for Time-off for Dependents

Time off under this policy will only be granted because of an emergency situation, and therefore there are no formal requirements for the timing of notification of the request. However, employees should notify their manager as soon as possible that time off is required, confirming the reason the time off is / was needed.

Special & Other Leave

What is Special & Other Leave?

The HCYPF recognises that there are occasions when employees require time off from work for circumstances not covered by other HCYPF Policies. To request special leave the employee must email or write a letter to the manager detailing their request. Consideration of applications for time off under this policy will be made promptly, fairly and equitably by managers.

This Policy and the procedures for special leave cannot always be prescriptive, therefore each request should be considered on its own merits at the discretion of their Line Manager. It should be noted that special leave is not normally a statutory entitlement unless otherwise stated in this document. The number of days and frequency of requests for special leave will be taken into consideration by their Line Manager, along with the reason for the request, when considering granting reasonable time off under this Policy. Should a request for special leave



be declined, the employee has the option of requesting annual or unpaid leave.

Who can ask for Special & Other Leave?

There is no qualifying period for entitlement to special leave under this Policy. Each situation will be considered on the basis of the individual's circumstances, at the discretion of their Line Manager and in line with the business area needs.

This Policy applies to all HCYPF employees. Its purpose is to provide employees with information and options for special and other leave (referred to as special leave with/without pay throughout this document) not covered in other HCYPF policies.

The provisions set out in this Policy are not exhaustive and if any requests for special leave fall outside it, the manager should seek advice from the HCYPF Board of Trustees.

How to ask for Special & Other Leave?

Requests for special leave must be made by the employee to their manager as soon as the employee is aware that time off will be required via email or letter to their Line Manager detailing their request. It is acknowledged that situations may arise where it is not possible for employees to request special leave in advance. In such situations, employees must notify their Line Manager (or where this is not possible, an appropriate deputy) at the earliest opportunity, confirming the reason for their absence, and how much time off work they may need. The manager should verbally agree the special leave arrangements.

Managers should adopt a fair and sympathetic approach in applying this policy, ensuring they have taken all the facts into consideration. Where necessary, the Line Manager should seek advice from the HCYPF Board of Trustees.

Some special leave requests will require documentary evidence in advance in order to support the request e.g. jury duty or court attendance as a witness. Failure to produce such evidence will result in the request being refused.

Types of Special Leave



Unforeseen Emergency Situations

Line Manager should adopt a fair and sympathetic approach to requests for time off to deal with critical domestic emergencies. These might include fire, flood or theft at home. There is no statutory right to paid leave to deal with domestic emergencies, and it is anticipated that any period of paid leave will be limited to a maximum of 1 working day. This leave is intended to help employees remedy their individual situation quickly or put alternative longer-term arrangements in place. If an employee needs further time off, then alternative leave arrangements should be discussed with their Line Manager. This may include annual or unpaid leave.

Attending Jury Duty/Court as a Witness

Employees who are called for jury duty will receive paid leave to attend. Employees called as a witness by HCYPF shall be regarded as being on HCFYP business and will receive paid leave to attend. Where the employee has been called as a witness by persons other than the HCYPF, the absence will be treated as special leave with pay. Employees must inform their Line Manager at the earliest opportunity when they are called and should keep them regularly informed about how long they are likely to be away from work. If jury/witness duty lasts for less than half a day, or there is no requirement to appear on a particular day/part-day the employee must return to work for the remainder of the day, wherever practicable.

The HCYPF is not responsible for the payment of any travel expenses and subsistence and the employee should claim these direct from the Court using the form provided with their jury pack. Further information on what can be claimed can be found at:

<https://www.gov.uk/juryservice/whatyou-can-claim>

Where an employee has been a victim of a crime and is required to give a witness, statement to the Police, or on behalf of the HCYPF, they will be eligible for paid leave if an appointment cannot be made outwith working hours.

Personal Health and Welfare Appointments

Employees should try to make appointments with GPs, Dentists, Hospital and Opticians etc. out with work time where possible or alternatively at the start or end of the working day in order to minimise disruption. When requesting time off, employees should give their manager as much notice as possible.

Planned Health Care for Carers and Parents



Paid leave is available to enable you to accompany your child or someone for whom you are the carer to pre-arranged medical appointments (e.g. Doctor, Dentist, Specialist). However, wherever possible you should make every effort to minimise the disruption to your working day by making the appointment at the beginning or the end of the day.

IVF/Fertility Treatment/Elective Procedures

There is no statutory right to time off for fertility treatment or other elective procedures, but sympathetic consideration will be given to employees who require time off to attend medical appointments in relation to these types of procedures, e.g. paid or unpaid leave or flexible working patterns may be considered.

If an employee anticipates that they will require time off work for an elective medical procedure or any medical appointments associated with it, they must discuss this with their manager. Given the sensitive nature of such situations each case will be considered on its own merits. However, employees are not usually entitled to statutory sick pay (SSP) / Occupational Sick Pay (OSP) unless certified as unfit to work as a result of corrective IVF, cosmetic surgery or plastic surgery for medical reasons.

Blood donations

Employees are expected to make these appointments in their own time. Where an emergency call for blood donors is made, e.g. in the event of major accident, then time off with pay will normally be given.

Bereavement Leave

An employee can request up to 5 days' bereavement leave with pay upon the death of a close relative, or where the employee is solely responsible for making the funeral arrangements. Managers should consider each request sympathetically and fairly on the merits of the situation and using their discretion.

Any requirement for additional time off should usually be taken as either unpaid or annual leave. Additional paid leave may be considered in exceptional circumstances, e.g. where extensive travel is required to attend the funeral or where arrangements have been delayed or are complicated.

Time off to Attend a Funeral

For the death of a family member or someone with whom the employee has a close personal relationship, the HCYPF will normally allow an employee to take paid leave of up to 1 day for the purposes of attending



the funeral. Discretion should be exercised by the manager based on the circumstances and responsibilities falling on the employee concerned.

Compassionate Leave

An employee may request compassionate leave for extreme personal circumstances such as when a family member or person with whom an employee has a close relationship is diagnosed with a serious or terminal illness, a marital breakdown or breakdown of a similar relationship or where there is major damage to the employee's home, e.g. by fire, flood or burglary.

Other Options

1. Unpaid Extended Leave

In certain circumstances extended unpaid leave may be granted. Employees wishing to request extended unpaid leave should discuss this with their Line Manager.

2. Other Leave

Where special leave is not appropriate or the employee requires additional time off, the following options should be considered:

- Annual leave - where the time off is half a day or more.
- Flexible working, or arranging to work up additional hours for a limited period of time on an agreed basis.
- Changing working patterns or arrangements on a short-term basis or working from home, where possible and where business requirements permit.

Rights during Special or Other Leave

Continuity of employment is maintained during paid time off under this Policy. Employees are entitled to continue to receive all non-cash benefits applicable to them during authorised periods of **paid** special leave, such as childcare vouchers and accrual of annual leave.

Salary and all non-cash benefits, including pension contributions, will normally be suspended for the full duration of any period of **unpaid** leave which lasts for more than two weeks.

Policy Ratified on: 17th June 2019 Due for review: June 2020

Signed: Gaener Rodger, Chair

