



# Yellow Submarine Policies Induction Pack

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Yellow Submarine is a member of:

**SAFEadult**

[some of the policies used are based on SAFEadult templates and remain their copyright]



**Yellow Submarine Holidays**

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Charity number – 1136735;



### Equal Opportunities Policy Statement

Yellow Submarine Holidays is committed to the promotion of equality of opportunity in its training and employment practices and seeks to ensure that no trainee, employee, volunteer, board member, member of the public, job applicant, actual or potential users of Yellow Submarine Holidays' services, receives less favourable treatment on the grounds of: race, colour, age, creed, nationality or ethnic origin, religious beliefs, status, gender, sexual orientation, disability, marital status, responsibility for dependants, irrelevant or spent convictions, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

Yellow Submarine Holidays will not treat people with disabilities less favourably with regard to employment. Yellow Submarine Holidays will provide reasonable adjustment to trainees, employees and potential employees in accordance with the Disability Discrimination Act. Yellow Submarine Holidays will inform their employees that they will not tolerate an employee harassing a colleague in accordance with the Disability Discrimination Act. Yellow Submarine Holidays will do everything possible to make their premises fully accessible to overcome physical barriers to access.

This principle will apply to access to training, selection, training provision, pay, benefits, procedures and all terms and conditions of employment.

This policy will be brought to the attention of every trainee, employee, job applicant, and volunteer of Yellow Submarine Holidays services and will be kept under review.

Yellow Submarine Holidays recognises its obligations under the following laws; Race Relations Act 1976, Sex Discrimination Act 1975 (amended 1986; Gender Reassignment Regulations 1999), Equal Pay Act (amended by Equal Pay Regulations 1983), Rehabilitation Of Offenders Act 1974, and the Disability Discrimination Act 1995.

Yellow Submarine Holidays is committed to a programme of positive action to make this policy fully effective.

### Safeguarding Vulnerable Adults & Child Protection Policy

<b>NAME OF ORGANISATION:</b>	<b>Yellow Submarine Holidays</b>
<b>THE LEAD FOR ADULT SAFEGUARDING AND CHILD PROTECTION IS:</b>	<b>Toby Staveley – 07733 058588</b>
<b>THE DEPUTY FOR ADULT SAFEGUARDING AND CHILD PROTECTION IS:</b>	<b>Elsbeth Lee – 07720 052707</b>

**WE RECOGNISE** that the welfare of vulnerable adults, children and young people is paramount and that they have equal rights of protection. We have a duty of care when they are in our charge and will do everything we can to provide a safe and caring environment whilst they attend our activities.





**WE WILL:**

- ✓ treat all vulnerable adults, children and young people with respect and celebrate their achievements
- ✓ carefully recruit and select all staff whether paid or unpaid
- ✓ respond to concerns and allegations appropriately
- ✓ adopt the recommendations of the SAFEadult and SAFEchild toolkits

**WHEN THERE ARE CONCERNS** about the welfare of any vulnerable adults, children and young people *all responsible adults* in our organisation are expected to share those concerns with the lead for adult safeguarding and child protection.

**He/she is responsible for:**

- ✓ monitoring and recording concerns
- ✓ making referrals to social care services without delay
- ✓ liaison with other agencies
- ✓ arranging training for all staff

**Confidentiality:**

In cases of disclosure of abuse by vulnerable adults, parents or carers, we are obliged to share the information with the lead for adult safeguarding and child protection who may have to refer our concerns to social care services, or the police in an emergency.

**Staff Allegations:**

Concerns about the behaviour of responsible adult/s in the organisation will be referred without delay to the local authority lead for safeguarding vulnerable adults and child protection who will contact social care services, or the police, if a crime may have been committed.

In the rare situations that the concerns are about the lead for adult safeguarding and child protection, it is important to refer to the deputy person. This may not be appropriate, in which case any member of staff, under “Whistleblowing” may personally refer direct to social care services, or the police, if a crime may have been committed.





### Whistleblowing Policy

It is the duty of everyone in the organisation to pass on any concerns or allegations of vulnerable adult or child abuse without delay:

- All concerns should be referred to the lead person for safeguarding. That person would then refer to Social Care Services.
- It is important to share **any** safeguarding concerns with Social Care Services and to make a joint and open decision as to how to proceed.
- In the rare situations that the concerns are about the lead person, it is important to refer to the deputy person. This may not be appropriate, in which case any member may personally refer direct to Social Care Services.
- In an emergency, dialling 999 may be the only sensible course of action.
- Both Social Care Services and the police will advise, assist and support you in any future actions you would need to take e.g. informing parents or carers
- Please note: **Any whistleblower disclosing information in good faith will be protected if he/she has a reasonable suspicion of abuse.**

### Grievance procedure

#### *Stage 1*

If you have a grievance about a matter concerned with your employment (paid or as a volunteer) you should set out your grievance in writing and send the statement or a copy of it to your line manager (or if you prefer the chair of Trustees).

#### *Stage 2*

Your manager will invite you to a meeting to discuss the grievance.

You have the right to be accompanied at this meeting by a colleague or by a trade union official.

After the meeting your manager will inform you of the company's response to your grievance.

#### *Stage 3*

If you wish to appeal against the company's response to your grievance you should contact your line manager.

You have the right to be accompanied at this meeting by a colleague or by a trade union official.

Where reasonably practical the appeal will be dealt with by a more senior manager than the one who attended the first meeting.

### Disciplinary procedure

Yellow Submarine's disciplinary policy is outlined in a separate document. This is available at [www.yellowsubmarine.org.uk/policies](http://www.yellowsubmarine.org.uk/policies) or if you prefer you can request a printed copy.





### Photography & Filming Guidance

**Photography is really important to record the successes and achievements of people in their activities. However, it is vital to remember that photography can be used and distributed inappropriately including on the Internet.**

It is therefore important to be clear about:

- ✓ explaining to parents and carers (if relevant) why caution is necessary
- ✓ the purpose of photos e.g. parent's own record, media & publicity etc
- ✓ the content required when using a professional photographer
- ✓ informing parents (if relevant) and seeking their consent for any publication or media use
- ✓ publishing only limited details alongside their photos in newspapers etc
- ✓ taking photographs openly and away from changing areas
- ✓ the suitability of clothing e.g. swimsuits
- ✓ any club/group photos being taken only during the activity or on the premises
- ✓ all those taking photos signing a registration form
- ✓ the above guidance applies to any photographic and filming equipment including camera phones, digital or video cameras

### Confidentiality policy

- Unless stated otherwise all personal information should be treated as confidential.
- All staff and volunteers must take all appropriate steps to keep personal information confidential.
- Confidential information may be disclosed to children's social care services or the police if a child's health and welfare needs protecting, or when a crime has, or may be, committed.
- If a disclosure of abuse is made by a child or young person it is important for everyone to understand that they may not promise confidentiality.
- A young person of 16 years or younger (if they can understand and make their own decisions) may give or refuse consent. If in doubt, seek professional or legal advice.

If you are in doubt please do not share any information and consult your manager.

### Data protection policy

Yellow Submarine's data protection policy is outlined in a separate document. This is available at [www.yellowsubmarine.org.uk/policies](http://www.yellowsubmarine.org.uk/policies) or if you prefer you can request a printed copy.





### Complaints policy

Any complaint must be taken seriously and referred to the appropriate person – the safeguard leader.

If the complaint is about the safeguard leader, it should be passed onto the deputy leader or one of the charity's trustees.

Complainants will receive a written acknowledgement of their complaint within 5 working days including details of how it is being dealt with.

Within 30 working days complainants will receive resolution or details of what has happened so far.

If there are delays to resolving the issues the complainant should be kept as fully informed as possible.

### Health and safety statement

We firmly believe that adequate provisions for health and safety are essential to working life. The maintenance of healthy and safe working conditions and the prevention of injuries and losses are not only of vital importance to the Charity's efficiency and success, but also in the best interests of all our employees, volunteers and users.

We therefore aim to ensure that all employees are fully aware of their responsibility for safety and of the safety rules which are relevant to their own jobs provide up to date information about health and safety issues at work.

**Safety do's and don'ts:** rules will be explained to you by your line manager or by an experienced employee, according to the activity you will be engaged in.

#### **Accidents – first aid**

Any injury requiring treatment should be dealt with by one of the company's trained first-aiders – Toby Staveley or Lucy Staveley. If no first aider is available in your area report to your line manager. If appropriate call 999.

#### **Reporting accidents**

You should report any accident, however minor to your line manager who will ensure that all reported accidents are entered in the Accident Book. In the event of a serious or notifiable accident or dangerous occurrence, it is essential that the Company Safety Officer is located and advised as soon as possible, in order that suitable action is taken.

### E safety policy

Yellow Submarine's e safety policy is outlined in a separate document. This is available at [www.yellowsubmarine.org.uk/policies](http://www.yellowsubmarine.org.uk/policies) or if you prefer you can request a printed copy.





**Staff & Volunteers code of conduct**

**I have received and understand Yellow Submarine's policy pack.**

**I WILL:**

- ✓ Treat all vulnerable adults, young people and children with respect and dignity
- ✓ Ensure that their welfare and safety is paramount at all times
- ✓ Always act in a professional way and not accept disruptive behaviour
- ✓ Liaise openly with parents & carers
- ✓ Only use physical contact if absolutely necessary and appropriate
- ✓ Avoid being alone with vulnerable adults, young people and children at all times
- ✓ Listen to, and act upon, any disclosures / allegations / concerns of abuse
- ✓ Undertake appropriate safeguarding training as required
- ✓ Make activities FUN and enjoyable

NAME: Please print	
SIGNED:	
DATE:	

