FUN 4 YOUNG PEOPLE

Fun 4 Young People

Colleague Health, Safety & Wellbeing Handbook

FUN 4 YOUNG PEOPLE

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INTRODUCTION

Established as a registered charity in March 2022, Fun 4 Young People (F4YP) Ltd. (F4YP) are an equal opportunities employer and do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

The policies in this Handbook are designed to ensure that we fulfil our obligations under applicable laws to service users, participants, stakeholders and otherwise to protect the interests of those members of society who may be vulnerable to risks identified in applicable legislation.

The policies and procedures set out in this handbook apply to all personnel unless otherwise indicated. Personnel includes employees, casual and sessional contractors, volunteers and trustees, as well as all other persons supporting, providing, or delivering services for or on behalf of F4YP. They do not form part of the terms of your contract with us, which are provided to you separately.

HEALTH AND SAFETY POLICY

Policy Statement

Fun 4 Young People (F4YP) Ltd. (F4YP) accepts the aims and provisions of the Health and Safety at Work Act 1974 ("HSWA 1974") and any additions or amendments to it and seeks to enlist the support of all its personnel towards achieving these ends.

The trustees recognise that we have a duty to provide and maintain a safe and healthy environment for our employees, voluntary staff, guests, contractors and all users of F4YP.

Scope

This policy applies to:

- All personnel this includes employees, casual and sessional contractors, volunteers and trustees, as well as all other persons supporting, providing, or delivering services for or on behalf of F4YP
- Service users

Procedure

The HSWA 1974 places a legal obligation on F4YP to take reasonable care for the health and safety of all persons using the service including equipment, premises and vehicles. It must be appreciated, therefore that any act of irresponsibility which causes danger or potential for danger will not be dealt with lightly.
It is also vital to note that the Act makes it a criminal offence if anyone interferes with or misuses articles provided for health and safety: e.g. fire alarms, fire extinguishers, first aid equipment and materials or safety signs.

It is the responsibility of every individual, whether or not employed by F4YP to immediately report to management any potential or actual danger or any dangerous act.

It is recognised that the help of all our staff and volunteers is required in order to identify and assess all the potential hazards and risks to health from substances and equipment used in the variety of our operations.

Personnel should ensure that all the substances and equipment used in the area under their control are as safe as is reasonably practical, each member of staff is expected to check their equipment and bring to their Line Manager's attention any apparent defects or deficiencies.

It is the responsibility of F4YP Personnel to be fully aware of how to operate all equipment used for service delivery, whether our own or being provided by a third party, and to ensure that equipment is fit for purpose.

It is the responsibility of F4YP Personnel to ensure activity Risk Assessments are followed and regularly updated.

The success of this Health & Safety Policy depends on the co-operation of all concerned in order to achieve the highest possible standards of Health, Safety and Welfare. The final level of responsibility is that of each and every individual.

Procedures

Duties of all F4YP Personnel:

- All F4YP Personnel i.e.; Trustees, employees, contractors and volunteers must observe the statutory safety regulations.
- All F4YP personnel should be aware that the HSWA 1974 also imposes duties on them, these duties are contained in clauses 10 and 11, summarised as follows and as it affects.
- It will be the duty of all F4YP personnel while at work to take reasonable care for the Health
- and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To make themselves familiar with and conform to the F4YP Health & Safety Policy.
- To observe safety rules at all times.
- To wear the appropriate protective equipment and clothing provided by F4YP whenever it is deemed necessary.
- To have regard to all instructions given by trustees, CEO, line manager or others and share the responsibilities for Health and Safety.
- To report all accidents, damage to property and 'near misses' to the Head of Operations whether persons are injured or not.
- To report all hazards to the Head of Operations.
- To keep the workplace tidy and free from hazards.
- To be conversant with emergency procedures
- To know the location of first aid/fire equipment.
- To ensure that, at all times, means of access and exit ways are available and free from obstruction.

Safety of Visitors and General Public

Every effort must be made to ensure that there is no risk to the Health and Safety of visitors or members of the public when on property under control of F4YP.

F4YP Personnel should at all times give such assistance to visitors as is necessary. They must be aware of any known hazards and protect accordingly. In the event of any emergency, visitors should be guided to a place of safety.

Special Arrangements of Emergencies

ACCIDENTS

- The Notification of Accidents and Dangerous Occurrences Regulations require all accidents to be reported. For this purpose accident report books are available on all sites.
- All accidents requiring alterations to risk assessments should be reported to Head of Operations via email immediately who will advise next course of action.
- All accidents requiring first aid should be recorded on First Aid forms and uploaded to CHIPs and automated notifications are sent to CEO.
- It is a requirement that all major accidents involving serious injury or death (RIDDOR) are reported within published guidelines to the Health and Safety Executive by telephone or online. The responsible person for ensuring this is carried out is the Chief Executive.

FIRST AID

- All F4YP provision should have a qualified first aider present.
- F4YP will provide adequate equipment to enable first aid to be rendered to the staff or service users if they receive injuries at F4YP. Some venues used by F4YP may have their own first aid supplies, these are not to be relied upon.
- Some venues may have defibrillator machines available these can be used in emergency situations.
- Staff first aid training to be kept up to date and sufficient cover ensured at all times.

FIRE

- All premises used by F4YP should have a fire evacuation plan which must be followed in the event of a fire.
- In a fire emergency, priority must be given to the evacuation of the buildings and on no account should persons be allowed to re-enter the buildings until it is safe.
- The Fire Marshall or senior staff member on site is responsible for taking roll calls to account for all building occupants under their control.

- Firefighting with the emergency equipment should only be attempted within the limits of safety, ability and suitable training. Always ensure the correct appliance(s) are used for fighting any particular fire.

Working Conditions

In all aspects F4YP will attempt, whenever possible, to remove or reduce hazards as and when they become apparent.

Workstations

It is the policy of F4YP that staff working with computers for a significant time must complete a Workstation self-assessment. These will be conducted at the start of employment, although an employee can complete one at any time.

It is best practice for workstations to be assessed when first installed and upon the change of regular user to ensure that they comply with regulations and to minimise the risk of any long term problems resulting from the use of VDUs. It is the responsibility of the department manager to undertake an assessment when necessary.

Should any employee experience any problems which they associate with VDU use an assessment should be undertaken. If a workstation assessment highlights a problem that cannot be easily remedied then the matter should be referred to the Head of Operations.

Eyesight Tests

The Charity offers a free eye test to any employee who uses a VDU as a significant part of their normal work. The Charity reserves the right to make the decision as to whether or not an individual user falls into this category. If you qualify you must seek authorisation from your department manager prior to attending the opticians.

In the event that the optician conducting the test advises that glasses should be worn specifically for VDU work the Charity may make a contribution towards the cost of providing lenses and frames recommended for this use on production of written proof of need from the optician. Please refer to the staff handbook for more information

Protective Equipment

On some tasks, inherent hazards require personal protective equipment (PPE) in an attempt to guard against injury. In the interests of personal health and safety, all F4YP Personnel are reminded that this equipment is issued for their own protection and that they have a duty to wear it when the situation demands.

Inspections

A safe and healthy working environment is best achieved by the full co-operation of all concerned in the day-to-day activities. To foster this co-operation, F4YP personnel are expected to be constantly alert in the working environment and should review and update regular risk assessments regularly.

Hazardous Substances (COSHH)

All F4YP personnel are required to read any COSHH data relating to substances used and asked to pay particular attention to:

- Where they are stored.
- How they are stored.
- How they are labelled.
- How they are used.
- How they are moved from storage to use.

All staff using or handling hazardous substances will receive regular COSHH training and information.

Electrical and Mechanical Equipment

Wherever practical and before switching on (if possible first disconnect the plug) check for:

- Damage to the electric cable, e.g. cuts, abrasions, fraying.
- Damage to the plug, e.g. the casing is cracked or the pins are bent.
- The outer covering of the cable is not being gripped where it enters the plug or equipment. Look to see if the coloured insulation of the internal wire is showing.
- Damage to the outer cover of the equipment or obvious loose parts or screws or sharp edges.
- Overheating (burn marks)

F4YP supplied equipment should have an in-date PAT test sticker and be checked every 3 years (new equipment will not be tested until the next due date. If you are unsure whether to use equipment check with Head of Operations).

Lone Working

When working alone employees must complete a lone working risk assessment and discuss procedures with line manager to mitigate unnecessary risks.

Manual Handling

F4YP wish to ensure employees are protected from injury caused by manual handling and moving and handling. Fun 4 Young People (F4YP) Ltd. (F4YP) will provide personnel with access to a manual handling risk assessment, provide mechanical aids where appropriate and provide personnel training in manual handling where relevant to their role.

The Manual Handling Operations Regulations 1992 (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling, or carrying.

Employer's duties

- Avoid the need for hazardous manual handling, as far as is reasonably practicable
- Assess the risk of injury from any hazardous manual handling that cannot be avoided

- Reduce the risk of injury from hazardous manual handling as far as is reasonably practicable
- Provide training

Employee's duties

- Follow appropriate systems of work laid down for their safety
- Make proper use of equipment provided for their safety
- Co-operate with their employer on matters of Health and Safety
- Inform their manager if they identify hazardous handling activities
- Take care to ensure that their activities do not put others at risk
- Inform their manager of any hazardous manual handling activities
- Inform their manager of any injury caused through manual handling.
- Before attempting to lift a load, assess its size and shape and obtain assistance, if required. Check there is sufficient space to make the lift and re-position the load as required.

Lifting the object

Do not lift anything you feel is too heavy. Do not lift objects if you have an injury that could be affected by lifting.

Keep your back straight. Have a secure footing. If the load obstruct will obstruct your field of view do not attempt to lift or move the object. Make sure you have a good grip on the load before lifting. Feet shoulder width apart. Bend your knees, lift using your legs. Set the load down gently, again with your back straight and knees bent.

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, F4YP will ensure:

- Staff are consulted and kept up to date on all Health & Safety matters
- Risk assessments are carried out
- Training is implemented

EQUALITY, DIVERSITY AND INCLUSION POLICY

1. Purpose & Scope

1. 1.1 Fun 4 Young People (F4YP) Ltd. (F4YP) is committed to creating a culture where all members of the Organisation are equally valued and respected, where diversity is celebrated and where everyone has the opportunity to fully take part in and benefit from their experience at F4YP.
2. 1.2 This policy applies to all personnel of the Organisation, including current and potential staff and young people, visitors, board members and people contracted to work at or for F4YP.

2. Policy

2.1 F4YP is committed to providing equal opportunities in all aspects of the organisation.

2.2 We recognise the Human Rights values of FREDA: Fairness, Respect, Equality, Dignity and Autonomy (or independence). For example, all personnel and service users of F4YP have the right:

- To be treated with respect and dignity.
- To be treated fairly.
- To receive encouragement to reach their full potential.

2.3 We work to eliminate unlawful discrimination, victimisation and harassment across our services. This includes:

- Discrimination against any individual on the grounds of any of the protected characteristics of age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex/gender and sexual orientation.
- Discrimination against someone who is perceived to have the protected characteristic relating to gender reassignment because, for example, that person identifies as non-binary.
- Discrimination against someone associated with a person who has a protected characteristic, for example, someone with caring responsibilities for a disabled person.

2.4 We seek to advance equality of opportunity for people of all protected characteristics groups (above) and for other groups of people, including:

- Those who may experience socio-economic deprivation
- Those who can experience other disadvantage in our society, such as people with caring responsibilities and those who are care experienced.

2.5 We aim to foster good relations between different groups through tackling prejudice and promoting understanding.

3. Key Definitions

3.1 Protected Characteristics under the Equality Act 2010

There are nine protected characteristics given protection under the Equality Act 2010:

- Age – this refers to a person belonging to a particular age (for example 32 year olds) or range of ages (e.g. 18-30 year olds).
- Disability – a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.
- Gender Reassignment – the process of changing or transitioning gender. See also "gender" and "transgender" definitions below.
- Marriage and Civil Partnership – a protected characteristic in terms of employment. It means being legally married or in a civil partnership. Marriage can either be between a man and a woman, or between partners of the same sex. Civil partnership is between partners of the same sex.
- Pregnancy and Maternity – the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.
- Race – refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.
- Religion or Belief – Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. atheism). Generally, a belief should affect your life choices, or the way you live, for it to be included in the definition.
- Sex – currently, a person's legal sex refers to whether a person is a man or a woman. However, for a variety of reasons, some people do not identify themselves by these definitions, for example, they may identify as intersex.
- Sexual Orientation – the term used to describe a person based on who they are emotionally and physically attracted to.

3.2 Other Useful Terms

Gender – this consists of several related aspects:

- Gender identity, which is someone's own personal perceptions and experience of their gender.
- Gender roles, which are society's ideas and expectations of how people behave based on whether they are female or male.
- Gender expression, which is how a person lives in society and interacts with others. For example, the clothes they wear or how they express their personality.

While most people have a gender that matches with the sex assigned to them at birth, gender can be less defined than sex. For example, many people feel they don't fit fully into traditional, "acceptable" male and female roles (and these roles change).

Transgender and Trans – these are inclusive, umbrella terms for people whose gender identity and/or gender expression differs from the sex assigned to them at birth. For example, someone who identifies as a trans man or trans woman, as transsexual, non-binary or as a dual role person may also describe themselves as transgender.

(Sources: Equality and Human Rights Commission website December 2017, Equality Challenge Unit: Trans staff and students in HE and Colleges: improving experiences (2016).

4. Responsibilities

4.1 The Board of Trustees are responsible for the overall fulfilment of F4YP's statutory equality duties, and oversees the implementation of this policy throughout F4YP.

Trustee EDI Lead: Rebecca Ireland

4.2 The Senior Leadership Team are responsible for ensuring that principles of equality and diversity are embedded in the courses and events run by F4YP.

SLT EDI Lead: Sophie Stock

4.3 All Personnel are responsible for following and implementing this policy and associated guidelines aimed at fulfilling the statutory equality duties.

5. Procedure

5.1 We will support the principles outlined in this policy and ensure they are put into practice by:

- Raising awareness among all members of the Organisation of their rights and responsibilities around equality and related matters. The commitment of everyone is essential to ensure the FREDA Human Rights values of fairness, respect, equality, dignity and autonomy are embedded into our work.
- Promoting F4YP's commitment to equality, diversity and inclusive practice to personnel and service users through information, training, and other activities.
- Making reasonable adjustments for personnel and service users with disabilities and/or additional needs to help remove barriers and meet individual needs.
- Eliminating gender or other unfair bias within our pay, recruitment and reward processes through job evaluation and equal pay audits.
- Conducting an annual Organisation EDI & Engagement survey.

5.2 Breaches of this policy:

5.2.1. F4YP will not tolerate any instances of unlawful discrimination, harassment or victimisation by any member of the Organisation.

5.1.2. F4YP will ensure that any incidents of unlawful discrimination, bullying, harassment or victimisation are dealt with using the appropriate organisation's safeguarding, behaviour, disciplinary and complaint procedures.

5.2.3 F4YP will offer advice and support to any personnel or service user who feels they have experienced unlawful discrimination, harassment, or victimisation.

This Policy should be read in conjunction with:

Safer Recruitment Policy

Working with Children Handbook

MENTAL HEALTH AND WELLBEING POLICY

Policy Statement

Fun 4 Young People (F4YP) Ltd. aims to create a working environment that supports positive mental health and wellbeing for F4YP personnel. F4YP will promote a culture of positive mental health and wellbeing across the service.
F4YP values their personnel and their contributions and believes that providing a working environment that has a focus on positive mental health and wellbeing in turn will contribute to a stronger more successful service in which our service users benefit from the positive environment they experience.

Scope

This policy applies to: -

- All personnel this includes employees, casual and sessional contractors, volunteers and trustees, as well as all other persons supporting, providing, or delivering services for or on behalf of F4YP

Everyone can play a part in improving mental health and wellbeing in the workplace.

Introduction

Today, every UK business has a duty of care requirement to look after the health and safety of employees, including their wellbeing.

Understanding mental health and overcoming mental health challenges issues can result in a range of benefits such as reduced absenteeism, lower staff turnover, increase productivity, and help promote the employment of those who have experienced mental health problems.

Similarly, promoting physical activity and encouraging healthy eating, can help personnel manage stress, while also improving concentration and alertness.

Procedures

Mental wellbeing

F4YP aims to create a supportive workplace culture, tackle factors that may have a negative impact on mental health and ensure managers have the right skills to support staff in a non-judgemental way.
F4YP will ensure relevant staff are trained in mental health first aid to ensure appropriate support for personnel with mental ill health.
The following are some examples of how F4YP will endeavour to support staff to have positive mental health and wellbeing:

- Provide ways for staff to support their own mental wellbeing, for example through stress-buster activities, lunchtime activities and social events
- Offer employees flexible working hours where possible

- Where possible; provide mental health friendly work spaces
- Promoting mental health awareness
- Offer employees mental health days that do not affect sickness absences (2 per year)
- Set realistic targets and deadlines for staff
- Deal with any conflict quickly and make sure the workplace is free from bullying, harassment, racism or discrimination
- Ensure all staff have clear job descriptions, objectives and responsibilities, as well as the training to do their role well
- Ensure good communication within our teams
- Ensure staff members with mental health issues are treated fairly and without judgement
- Encourage staff to talk to a mental health first aider, HR, occupational health, a counsellor or GP if appropriate
- If a team member has been on long term sickness absence, ensure a gradual return to work with support at each stage
- Treat all matters relating to staff mental ill health in the strictest confidence, and only share information with prior consent from the individual concerned

Physical activity

To raise awareness of the importance of physical activity for managing stress and maintaining a healthy wellbeing:

- Encourage taking lunch breaks outside and walking.
- Recognise that workplace stress is a health and safety issue
- Provide information on local gyms, classes and sports facilities if required
- Encourage lunchtime activity groups, e.g. running clubs

Healthy eating

To raise awareness of the importance of healthy eating for both physical and mental wellbeing we will:

- Provide information and resources on how healthy eating can contribute to good mental health, for example, increasing levels of concentration and the ability to cope with everyday stresses
- Provide food storage and preparation areas for lunchtime meals
- Provide easy access to drinking water at all venues used by F4YP.
- Provide an eating area away from desks and encourage staff to eat lunch away from their desk

Communication

All personnel will be made aware of the workplace mental health and wellbeing policy and have access to it.

All personnel will also be made aware of their own responsibilities in implementing the policy actions. Including, raising any issues or concerns, and seeking help from a line manager or a mental health first aider. A mental health lead will be established to ensure the policy actions are implemented across the business. Regular updates will be provided to all staff through line management.

Reviewing and monitoring

The CEO will be responsible for reviewing the workplace health and wellbeing policy, as well as monitoring its effectiveness.

The policy's effectiveness can be measured through:

- Feedback from staff
- A mental health and wellbeing at work risk assessment
- Staff sickness and turnover levels
- Exit interviews
- Use of external counselling services
- Staff complaints or referrals
- Feedback from the company's mental health lead, or qualified mental health first aiders

BREAKS POLICY

Policy Statement

F4YP recognises the importance of regular breaks as an essential part of maintaining health, wellbeing, and productivity in the workplace. Breaks provide opportunities for rest, exercise, and recovery, helping to prevent fatigue and support positive mental health. This policy sets out the organisation's approach to breaks, ensuring compliance with legal requirements while also promoting a culture that values staff wellbeing.

Scope

This policy applies to all F4YP employees, including full-time, part-time, and sessional staff, across all working patterns (After School, Holiday Club, and Non-delivery). It covers statutory break entitlements, F4YP-specific arrangements, and expectations around how breaks should be planned and taken.

Introduction

F4YP is committed to creating a healthy and supportive working environment where staff are encouraged to balance their professional responsibilities with their personal wellbeing. Research shows that taking regular breaks improves concentration, reduces stress, and contributes to higher quality work.

In addition to meeting statutory requirements, F4YP provides enhanced break allowances to support staff in building exercise, fresh air, and rest into their working day. This policy outlines the standards, conditions, and responsibilities associated with breaks, ensuring they are taken in a way that supports both individual wellbeing and the smooth running of the organisation.

Procedure

Break Requirements

- By law, anyone working more than 6 hours is entitled to a minimum uninterrupted 20-minute break during their shift (not at the start or end).
- At F4YP, we require a mandatory 30-minute break when working more than 6 hours. This is a company allowance, not a statutory right
- Breaks are unpaid, unless otherwise stated in your contract.

Allowance

- You have the option to take up to a 45-minute break per day, provided you remain within a reasonable distance of the office.
- Breaks longer than 45 minutes must be approved by your line manager.
- You may split your break time across the day (e.g., a 20-minute walk in the afternoon), provided the below conditions are met. Everyone must still take at least one 20-minute uninterrupted break if working over 6 hours.

Conditions

- Breaks are unpaid and do not count towards contracted hours. Staff must ensure their contracted hours are fully worked around their chosen break times.
- If a break involves travel that prevents you from returning to the office within 30 minutes, you must seek prior approval from your line manager.
- Work meetings must always take priority – breaks should be scheduled around them.
- Breaks over 30 minutes must be coordinated to ensure colleagues are available to answer calls during our advertised office hours.
- If taking breaks outside of 1:00–1:30pm, please be considerate of colleagues who are working.
- Only SLT can approve all office staff being out of the office at the same time.

When to notify your line manager

- If you wish to permanently adjust your “normal working pattern” you should submit the updated pattern to your line manager following the usual procedure.
- Any planned adjustment to your work hours of more than 15 minutes in a day should be approved by your line manager in advance (this does not apply to occasional unplanned overruns, such as staying late to finish a task).

Working Patterns

- Staff have three working patterns: After School, Holiday Club, and Non-delivery.
- Your 3 work pattern arrangements should be submitted to your line manager for approval for each term (if changed), within the first week of that term.
- No more than 2 x 9.5-hour days in a working week may be approved unless otherwise stated in your contract.
- Office hours can be worked between 8:00am-6:30pm.

ENVIRONMENT AND COMMUNITY POLICY

Policy Statement

We recognise the importance of the impact that our activities can have on the environment and that there is a need to continually consider ways in which we can conserve energy, minimise waste and recycle materials in all activities that we undertake. The environmental policy is defined by the Board of Trustees and Management of the organisation and provides the framework for setting and reviewing environmental objectives and targets.

Scope

This policy applies to:

- All personnel this includes employees, casual and sessional contractors, volunteers and trustees, as well as all other persons supporting, providing, or delivering services for or on behalf of F4YP
- Parent/carer/guardian and service users.

Procedure

F4YP actively acknowledges our responsibility to protecting the environment in all areas of our work. Specifically, we remain committed to reducing our impact upon the environment in the following ways:

- Ensure that environmental impacts are assessed throughout the planning and delivery of services, to prevent pollution, minimize negative impacts and maximize positive impacts.
- Comply with all environmental legislation, regulations and other guidelines relevant to our business activities to which we subscribe.
- Continually improve our environmental performance through setting and reviewing objectives and targets and regularly measuring the performance achieved.
- Implement environmental management systems to measure compliance and performance and enable prevention of pollution and nuisance to local communities, wildlife and the wider environment.
- To work with our staff and suppliers to ensure that all waste is disposed of in line with legal and environmental requirements.
- To utilise, and promote the use of, recycled materials whenever possible, ensuring that materials are disposed of in an environmentally safe manner at the end of their useful life.
- Provide sufficient resources and training to achieve policy objectives and foster an understanding of environmental responsibility amongst our stakeholders.

- Listen to and respond to the needs of employees, local communities and other key stakeholders.
- communicate this policy to everyone working for and on behalf of the company and other interested parties
- To manage electricity, water and gas supplies to ensure minimum consumption through energy efficient initiatives. It is our policy to make efficient use of natural light within our building and to conserve energy by adopting an ‘only turn on when using’ approach to equipment. We also endeavour to screen suppliers to select those who can demonstrate a positive approach to managing environmental risks.

CONDUCT AND STANDARDS POLICY

Policy Statement

This policy details Fun 4 Young People (F4YP) Ltd. (F4YP) expectations from personnel and service users in creating a culture that reflects our values.

Scope

This policy applies to:

- All F4YP personnel
- Service Users (through YP code of conduct)

Our Values

F4YP expects all personnel to comply with the F4YP values and standards of behaviour set out in this policy.

Respect – Kind, Inclusive, Valuing Self and Others

Honest – Fair, Responsible and Trusting

Fun – Friendship, Enthusiasm and Supportive

Dream Big – Believing, Persevering and Breaking Barriers

Respect
F4YP maintains all personnel and service users have the right to be treated with respect and dignity. We aim to develop a culture of kindness among our personnel and young people including demonstrating and encouraging acts of kindness, promoting an attitude of consideration for others, and valuing all involved in the organisation.

F4YP promotes a culture where everyone feels accepted and included, where diversity is celebrated and where everyone can fully take part in, and benefit from, their experience at F4YP. Our outcomes measure development of self-esteem and confidence in our young people, and therefore we encourage and support all personnel and service users to value themselves and others.

Honest
We strive to be an organisation of integrity, from the governance and regulation of the charity, to the behaviour of personnel and service users. This includes acting as positive role models for service users and promoting fairness throughout activities and interactions. We expect our personnel to conduct themselves honestly and with a sense of personal integrity in all aspects of their work. Personnel should aim to develop relationships with each other, and young people based on a sense of trust.

We promote a culture of speaking up when something doesn't seem right. This demonstrates our integrity and that we have the courage to do the right thing. It

helps us to prevent mistakes and misconduct and shows that we care about each other and F4YP.

Fun

Fun is an integral part of our organisation (its in the name!) Activities and courses should be fun and exciting for both personnel and young people. Personnel should aim to demonstrate enthusiasm and passion for the activities provided by F4YP. As an organisation we aim to create a culture of family and friendship where everyone involved feels a sense of belonging and support. This should translate to service users as a place of safety and adults whom they can trust.

Dream Big

F4YP is an environment where staff can use their strengths, creativity and talents for both personal development and to inspire the young people we work with, sharing their own dreams and passions.

We want our young people to reach their potential. We aim to inspire young people to persevere in what they've started, develop resilience, and enjoy what they are doing. We want to encourage personnel and service users to overcome barriers, see positive change from the challenges they face, and recognise their achievements.

Expectations

F4YP expects the following behaviours from its personnel (list not exhaustive):

- Promoting F4YP values
- Treating others with equality (as stated in Equality, Diversity & Inclusion Policy)
- Acting as a role model to young people
- Speak up
- Good timekeeping
- Positive relationships with others
- Proactive and responsive working
- Polite manners when interacting with personnel, service users and visitors
- Speaking positively of F4YP to service users (including parents/guardians), funders and partners and other visitors to F4YP
- Effective & timely communication to management e.g., when unable to attend, personal circumstances may affect your work,
- Wearing of uniform (if your responsibilities require this)
- Fulfilment of roles and responsibilities as set out in your job description
- Consideration of existing risk assessments, and dynamic risk assessments where appropriate, throughout all activities at F4YP
- Timely preparation for delivery, including requesting equipment/resources required
- Timely entries to CHIPS, for example tutor evaluations, as required (role specific)
- Efficient and productive working

In many circumstances, the work of F4YP requires holding responsibility for those in our care. In all situations the organisation expects staff to always act within the spirit

and letter of the conduct and standards policy and in conjunction with all other F4YP policies.

Should staff members fall short of F4YP conducts & standards the discipline and poor performance policy may be followed.

UNIFORM POLICY

Purpose

This policy outlines the expectations regarding workplace attire to ensure a professional, safe, and approachable appearance during delivery and office duties. It is designed to support consistency, safety, and respect for the diverse communities we work with and ensure excellent representation of the F4YP brand and reflects the expectations we have for our YP.

Scope

This policy applies to all F4YP staff and personnel involved in face-to-face delivery, office-based duties, and external meetings or representation of the organisation. It is applicable across all sites, programmes, and community settings where F4YP operates.

General Clothing Considerations applying to all workplace settings

- Ensure garments are modest, not revealing, and appropriate for working with children and young people.
- Clothing should be clean and in good condition.
- Consider the physical nature of activities when choosing attire
- Avoid wearing:
    - clothing that is sheer, or exposes undergarments.
    - Clothing that does not allow for comfortable movement without risk of overexposure
- Prohibited attire:
    - Crop tops and “thin strappy tops”
    - Short shorts or excessively revealing clothing
    - Clothing with offensive or inappropriate messages

Delivery Attire

- Staff must wear an official F4YP T-shirt or jumper to all face-to-face delivery sessions wherever possible, including ID badge where appropriate.
- If uniform is not available, plain black tops are acceptable, including ID badge where appropriate. Logos, slogans, or images should be minimal and discreet.
- Dark-coloured bottoms are preferred. Preferred options: jogging bottoms, shorts, or leggings. All bottoms should be suitable for active delivery and allow for freedom of movement. Consider ability to use Team Teach safely without restrictions.

- Smart jeans or jean shorts are permitted if they appear tidy and professional. They should allow for freedom of movement and consider ability to use Team Teach safely without restrictions.
- Shorts must be of appropriate length for working with children (mid-thigh/long) and suitable for participating in physical activities.
- Nails should be short and groomed - consider ability to use Team Teach safely without restrictions.
- Jewellery - consider ability to use Team Teach safely without restrictions.

Footwear

- Trainers or other comfortable closed-toe shoes are preferred.
- Prohibited footwear:
    - Open-toe shoes (e.g., sandals)
    - Crocs or similar casual footwear

Swimming/ Water sports Activities

- T-shirt, shorts/leggings/joggers must always be worn over swimwear.
- Clothing for water sports activities should be modest and take into consideration changes to appearance/movement when wet.
- Jeans are not appropriate for water activities.
- Consult risk assessment regarding footwear for activity.
- Jewellery- consider own safety and activity risk assessment.

Office Attire

- Casual attire is permitted, but staff should remain presentable and professional, especially when engaging with visitors.

Footwear

- Open-toe shoes are permitted in the office environment.
- Staff must change into suitable closed-toe shoes when:
    - Lifting or moving heavy items
    - Working in the storeroom or similar spaces
    - Driving own or F4YP vehicle.

External Meetings

- Staff should wear either:
    - Official F4YP uniform (T-shirt or jumper), or

    - Smart casual attire appropriate for professional settings and their F4YP ID badge.
- Clothing should be clean, tidy, and reflect the professionalism of the organisation.
- Avoid clothing that is too casual, such as overly distressed jeans, graphic slogans, or leisurewear
- Attire should be modest and allow for comfortable movement without risk of overexposure.

Enforcement & Exceptions

- Line managers are responsible for ensuring team members understand and follow the uniform policy.
- Exceptions for cultural or religious attire will be taken into consideration.
- If unsure whether an item is appropriate, staff should consult their line manager in advance.

ANTI-BULLYING AND ANTI-HARASSMENT POLICY

Policy Statement

Fun 4 Young People (F4YP) Ltd. (F4YP) is committed to providing a working environment free from bullying and harassment. We aim to ensure that all personnel and service users are treated, and treat others, with dignity and respect. This policy covers bullying or harassment which occurs at work and out of the workplace, including on work trips or at work-related events or social functions.

Scope

This policy applies to all personnel.

Harassment

Harassment is any unwanted conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

A single incident can amount to harassment. A person may be harassed even if they were not the intended "target". Harassment also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

It is unlawful under the Equality Act 2010 to harass a person because of their age, disability, gender or gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. It also includes conduct of a sexual nature (sexual harassment). Harassment is unacceptable even if it does not fall within any of these categories. Examples of harassment include, but are not limited to:

- unwanted physical conduct including touching, pinching, pushing and grabbing
- unwelcome sexual advances or suggestive behaviour
- offensive e-mails, text messages or social media content or the display of offensive materials
- unwanted jokes, banter, mocking, mimicking, or belittling a person

Bullying

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying can include the use of personal strength or the power to coerce through fear or intimidation, not necessarily from someone in a position of authority. Bullying may be physical, verbal or non-verbal. It can include conduct that is not face-to-face, including via text message, email and social media. Examples of bullying include:

- physical or psychological threats
- overbearing and intimidating levels of supervision
- inappropriate derogatory remarks about a person or their performance
- shouting at staff
- persistently picking on people in front of others or in private
- blocking promotion and training opportunities
- regularly and deliberately ignoring or excluding staff from work activities or work-related social events
- setting a person up to fail by overloading them with work or setting impossible deadlines
- regularly making the same person the butt of jokes.

Legitimate and reasonable criticism of a staff member's performance or behaviour, or reasonable management instructions do not amount to bullying

Breaches of this Policy

Bullying and harassment are not tolerated in our workplace and all personnel are required to treat each other, along with our service users, providers, and visitors, with dignity and respect.

Breaches of this policy will be dealt with in accordance with our disciplinary procedure. Serious cases of bullying or harassment may amount to gross misconduct resulting in dismissal.

Personnel who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our disciplinary procedure. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our disciplinary procedure.

If you believe you are being Harassed or Bullied

If you believe you are being harassed or bullied, you may wish to raise the problem informally with the person responsible unless this applies to a service user in which case this must be reported directly to a line manager and safeguarding procedures must be followed.
Explain the situation and how it has made you feel. It can be helpful to describe the event so the other person is clear about your concerns. Use the opportunity to ask the person to change or stop their behaviour. Alternatively, you may speak to your manager who can provide confidential advice and assistance in resolving the issue formally or informally
If you do not feel that informal steps are appropriate, or they have been unsuccessful, you should raise the matter formally under our grievance procedure. All complaints will be investigated in accordance with our grievance procedure
If we consider that there is sufficient evidence to suggest you have been harassed or bullied, we will consider the appropriate action to take. If the person accused is an employee, this may include invoking our disciplinary procedure. Whether or not your

complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned

To be read in conjunction with the Working with Children Handbook

DISCIPLINARY AND CAPABILITY/PERFORMANCE POLICY

Policy Statement

This policy is to ensure consistent and fair treatment for employees by encouraging employees to achieve and maintain good standards of conduct and job performance. It sets out procedures to manage performance and conduct where it does not meet F4YP expected standards.

Scope

This policy applies to all F4YP employees

Procedure

Informal Action

For minor conduct or performance/capability issues, informal action may be considered, where appropriate, to resolve problems. Where the matter cannot be resolved informally or an informal approach is not appropriate (for example, for more serious allegations), formal action will be taken. Informal action typically involves a meeting between the employee and their manager to clarify the facts and discuss the situation.

Formal Action

No disciplinary or poor performance action will be taken against an employee until the case has been fully investigated.

The employee will be advised of the nature of the allegation of misconduct or poor performance against him or her and will be given the opportunity to state his or her case before any decision is made at a disciplinary or poor performance hearing.

Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of any disciplinary or poor performance hearing.

The employee will have the right to be accompanied by a trade union representative or work colleague (companion) to any hearing under this procedure. The companion may address the hearing to put the employee's case and confer with the employee during the hearing. The companion does not, however, have the right to answer questions on the employee's behalf, address the hearing if the employee does not wish it or prevent us from explaining our case.

The employee must make every effort to attend the hearing. If the employee fails to attend the hearing without good reason, or is persistently unavailable (for example, due to ill health), we may decide based on the evidence available.

If your choice of companion is not available to attend at the time proposed for the grievance hearing in question, you may propose an alternative time for the hearing to

take place. The proposed alternative time must be reasonable and must be within five working days of the initial date of the hearing.

No employee will be dismissed for a first breach of discipline or poor performance except in the case of gross misconduct or gross negligence, when the outcome may be dismissal without notice or payment in lieu of notice.

An employee will have the right to appeal against any disciplinary or poor performance action.

The procedure may be implemented at any stage if the employee's alleged misconduct or poor performance is sufficiently serious to warrant it.

Unsatisfactory Behaviour, Misconduct and Negligence

The following is a list of examples of unsatisfactory behaviour, misconduct and negligence. They are in direct contravention of the expected behaviour by all our employees. It should not be considered exhaustive:

- Unsatisfactory timekeeping
- Unacceptably high absence
- Poor communication to management e.g., when unable to attend
- Time wasting
- Use of foul language
- Poor relationships with other members of staff
- Failure to comply with Health and Safety Regulations
- Failure to comply with F4YPs safeguarding policies and procedures
- Failure to comply with Equal Opportunities Policy
- Bullying
- Failure to follow F4YP accounting procedures
- Negligence resulting in minor loss, damage or injury
- Failure to comply with a specific instruction
- Irresponsibility in relation to staff member's activities or impropriety in relation to the staff member's tasks for the organisation whether within working hours, which F4YP reasonably considers to be detrimental to or conflicting with the interests of F4YP or likely to affect the staff member's standard of work
- Failure to disclose any personal interest of the staff member which conflicts with any matter in which the staff member is engaged on behalf of F4YP
- Any breach of confidentiality relating to F4YP or its affairs
- Misuse, abuse or failure to comply with F4YP's IT policies
- Intimate personal relationships with current or past service users (last 10 years)

Gross misconduct

The following list provides some examples of offences which are normally regarded as gross misconduct (list is not exhaustive):

- theft or fraud

- physical violence or sexual assault or other safeguarding breaches
- deliberate and serious damage to property
- serious misuse of our property or name
- deliberately accessing internet sites containing pornographic, offensive or obscene material during work hours or from organisation devices
- serious insubordination
- harassment
- unlawful discrimination or harassment, or bullying
- bringing F4YP into serious disrepute
- serious incapability at work brought on by alcohol or illegal drugs
- causing loss, damage or injury through serious negligence
- a serious breach of health and safety rules
- a serious breach of confidence

If an employee is accused of an act of gross misconduct, he or she may be suspended from work on full pay for a reasonable period if it is necessary to do so while the alleged offence is investigated. Employees on suspension will be paid at their basic rate of pay. Suspension of this kind is not a disciplinary penalty and does not imply that any decision has already been made.

If, on completion of the investigation and the full disciplinary procedure, we are satisfied that gross misconduct has occurred, the result may be summary dismissal without notice or payment in lieu of notice.

Sanctions - Misconduct

First Written Warning

If conduct is unsatisfactory, the employee will be given a written warning. This will give details of the misconduct, the improvement required and the timescale for improvement. Such warnings will be recorded but disregarded after 6 months of satisfactory service. The employee will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement in conduct.

Final Written Warning

If the offence is sufficiently serious, or if there is further misconduct during the currency of a prior warning, a final written warning may be given to the employee. This will give details of the misconduct, the improvement required and the timescale for improvement. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will refer to the right of appeal. A copy of this written warning will be kept by the supervisor but will be disregarded for disciplinary purposes after 12 months subject to achieving and sustaining satisfactory conduct.

Dismissal Or Other Sanction

If there is still further misconduct (or if the employee is alleged to have committed gross misconduct or gross negligence) the final step in the procedure may be dismissal or some other action short of dismissal such as demotion or disciplinary suspension (as allowed in the contract of employment).

The employee will be provided, ideally within 7 days but otherwise as soon as reasonably practicable following the hearing, with written reasons for dismissal or

any action short of dismissal, and details of the date on which employment will terminate (if relevant) and the right of appeal.

Capability

Where the manager first establishes that an employee's performance is unacceptable, an informal discussion will be held with the employee to establish the reasons for the poor performance.

Should the informal discussion establish that the poor performance constitutes employee misconduct or negligence, the organisation's disciplinary procedure should be followed.

If it is established that the poor performance relates to the employee's inability to do their job (e.g. due to a lack of certain key skills), a formal performance review procedure will be instigated in which the employee is obliged to participate. The purpose of the procedure will be to ensure that the employee is given an opportunity to achieve the standards expected. The employee will be placed on a **Performance Improvement Plan (PIP).**

If the discussion establishes that the performance problems are related to the employee's personal life, counselling/support may be offered as appropriate.

1. Sanctions - Capability

Stage 1: First Written Warning/Extended Review Period

A Performance Improvement Plan is a formalised tool designed to support an employee through a specific and time-bound improvement process. It is not considered disciplinary, but rather a developmental intervention.

Key elements of a development plan include:

- **Identification of Issues and role specific requirements:** Clear articulation of the areas of concern and role specific requirements, supported by examples and objective performance metrics.
- **Support and Resources:** Provision of relevant resources, coaching, training or feedback to aid the employee's improvement.
- **Timeline and Review:** A defined period (typically 30, 60, or 90 days), with interim checkpoints to evaluate progress.
- **Expected Outcomes:** Specific, measurable goals to be met by the end of the plan, along with potential next steps based on the outcome.

Employee informed improvements must be made, or First Written Warning or extended review period may be considered. Such warnings will be recorded but disregarded after 6 months.

Stage 2: Final Written Warning / Extended Review Period

If the employee does not demonstrate sufficient progress during the Performance Improvement Plan, a Final Written Warning or Extended Review Period may be issued. This stage serves as a final opportunity for the employee to meet expectations before more serious consequences are considered.

This stage includes:

- **Formal Notification:** The employee is issued a Final Written Warning outlining continued deficiencies.
- **Extended Oversight:** The Performance Improvement Plan will continue (usually for another 30 days) to assess sustained improvement. This plan will include further specific objectives with clear actions to be taken and measurable outcomes.
- **Clear Consequences:** The employee is informed that failure to meet the requirements of this phase may result in a final written warning.

This step is designed to emphasize the seriousness of the situation while still allowing for recovery and redemption. Such warnings will be recorded but disregarded after 12 months.

Stage 3: Dismissal for Ongoing Underperformance/Capability
If the employee fails to demonstrate sufficient and sustained improvement by the end of the final review period, **dismissal** may be considered. This action follows a full review of the steps taken, documentation, and consultation with relevant managers and HR representatives.

Dismissal for capability will be carried out in accordance with legal and organizational policies, ensuring fairness and transparency throughout the process.

2. Ongoing Review and Communication

Managers are responsible for providing timely and constructive feedback, and employees are encouraged to engage proactively in the improvement process. Regular check-ins and reviews will support transparency and a collaborative approach to resolving issues.

Appeals
An employee who wishes to appeal against a disciplinary decision or improvement note must do so within five working days. Where possible, the appeal will be dealt with by someone who has not previously been involved in the case.

We will inform the employee in writing of the outcome of the appeal, ideally within 7 days or otherwise as soon as reasonably practicable. The appeal decision will be final.

Confidentiality
All disciplinary and capability proceedings will be conducted in the strictest confidence, and information will only be shared with those directly involved in the process.

GRIEVANCE POLICY

Policy Statement

This policy is to provide practical assistance for dealing with grievances or complaints raised by Fun 4 Young People (F4YP) Ltd. personnel. The policy sets out the procedure to follow and the way to deal with any appeals. Following this policy will help to reduce the risk of successful claims by employees.

The purpose of this grievance policy is to enable personnel who consider that they have a grievance or complaint arising from their employment or contracted services to have it dealt with at the appropriate level within as short a time as possible.

Scope

This policy applies to all F4YP personnel.

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

Principles

This procedure deals with all kinds of grievance or complaint except where harassment is involved when the separate Bullying and Harassment Policy should be used.

If you have a grievance or complaint, you should first raise it informally with your line manager. Many grievances can be resolved informally in this way and such informal steps are not part of the formal grievance procedure. When the matter is very serious, or in other exceptional circumstances where there are good reasons for not raising the matter informally, you may proceed straight to the formal stage of the procedure.

The fact that you may have invoked the grievance procedure will not (in the absence of exceptional circumstances) preclude us from instituting, continuing with or concluding disciplinary or poor performance proceedings.

We are committed to resolving each stage of the procedure as quickly as reasonably possible, taking into account the need to investigate any grievance fairly and thoroughly and any constraints imposed by staff availability.

Procedure

In order to start the procedure, you will need to prepare a written statement setting out the nature of your grievance or complaint. The written statement should be emailed to your line manager. If the grievance is against your line manager, you can raise the grievance with the next level of management or through the trustees who will allocate an appropriate person to deal with it.

The person dealing with the grievance will make all necessary investigations and will arrange a meeting with you to discuss the grievance. When a decision has been reached you will be notified in writing of the outcome and informed of the right of appeal.

You are entitled to be accompanied to a grievance hearing by a fellow employee or by a trade union representative of your choice. The companion may address the hearing to put your case and confer with you during the hearing. Your companion does not, however, have the right to answer questions on your behalf, address the hearing if you do not wish it or prevent us from explaining our case.

If your choice of companion is not available to attend at the time proposed for the grievance hearing in question, you may propose an alternative time for the hearing to take place. The proposed alternative time must be reasonable and must be within five working days of the initial date of the hearing.

Appeals

If you are dissatisfied with the decision you may appeal by writing to the board of trustees within five working days of being informed of the decision.
We will appoint someone to hear any appeal who, as far as possible, will be someone who has was not involved in the earlier stages of the grievance. The person dealing with the appeal will undertake any further investigations he or she thinks necessary and will arrange a meeting with you to discuss the appeal.

WHISTLEBLOWING POLICY

Policy Statement

It is important to the organisation that any fraud, misconduct or wrongdoing by employees of F4YP is reported and properly dealt with. F4YP therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the organisation or the way in which the organisation is run. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

Scope

This policy applies to all personnel of Fun 4 Young People (F4YP) Ltd. (F4YP).

Introduction

Whistleblowing is defined as: The disclosure by an employee of confidential information, which relates to some danger, fraud or other illegal or unethical conduct connected with the workplace, be it of the employer or of a fellow employee(s), personnel. A whistle blower is not a "sneak" or a "troublemaker" but someone who comes to a decision to express a concern after a great deal of thought. The law only requires that there be a genuine doubt - the individual is not expected to produce unquestionable evidence to support the concern.

Examples of Serious Concern covered by the Policy

The law provides protection for employees who raise legitimate concerns about specified matters. These are called "qualifying disclosures". A qualifying disclosure is one made in the public interest by an employee who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for the employee to have proof that such an **act** is being, has been, or is likely to be, committed - a reasonable belief is sufficient.

The employee has no responsibility for investigating the matter - it is F4YP's responsibility to ensure that an investigation takes place.

An employee who makes such a protected disclosure has the right not to be dismissed, subjected to any other detriment, or victimised, because they have made a disclosure.

F4YP encourages employees to raise their concerns under this procedure in the first instance. If an employee is not sure whether or not to raise a concern, they should discuss the issue with their line manager.

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Employees should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.

- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the employee who raised the issue.
- No employee will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the employee will not be prejudiced because they have raised a legitimate concern.
- Victimisation of an employee for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure F4YP's disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, employees should not agree to remain silent. They should report the matter to a director.
- As a Whistle-blower, an employee can tell the employer or a prescribed person anonymously, but the issue may not be able to be taken further if all the information required has not been provided.
- An employee can give their name but request confidentiality and F4YP will make every effort to protect the identity.
- If an employee reports their concerns to the media, in most cases they will lose their whistleblowing law rights.

Procedure

Stage 1

In the first instance, and unless the employee reasonably believes their line manager to be involved in the wrongdoing, or if for any other reason the employee does not wish to approach their line manager, any concerns should be raised with the employee's line manager. If they believe the line manager to be involved, or for any reason does not wish to approach the line manager, then the employee should proceed straight to stage 3.

Stage 2

The line manager will arrange an investigation into the matter (either by investigating the matter themself or immediately passing the issue to someone in a more senior position). The investigation may involve the employee and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. The employee's statement will be taken into account, and they will be asked to comment on any additional evidence obtained. The line manager (or the person who carried out the investigation) will then report to the board, which will take any necessary action, including reporting the matter to any appropriate government department or regulatory agency. If disciplinary action is required, the line manager (or the person who carried out the investigation) will report the matter to the human resources department and start the disciplinary procedure.

On conclusion of any investigation, the employee will be told the outcome of the investigation and what the board has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

Stage 3

If the employee is concerned that their line manager is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the board, they should inform a director of F4YP, who will arrange for another manager to review the investigation carried out, make any necessary enquiries and make their own report to the board as in stage 2 above. If for any other reason the employee does not wish to approach their line manager, they should also in the first instance contact a director of F4YP. Any approach to the director will be treated with the strictest confidence and the employee's identity will not be disclosed without their prior consent. It I recommended to contact Rebecca Ireland on dpo@f4yp.org

If on conclusion of stages 1, 2 and 3 the employee reasonably believes that the appropriate action has not been taken, they should report the matter to the proper authority. The legislation sets out a number of bodies to which qualifying disclosures may be made. These include:

- HM Revenue & Customs;
- The Charity Commission;
- the Financial Conduct Authority (formerly the Financial Services Authority);
- the Competition and Markets Authority;
- the Health and Safety Executive;
- the Environment Agency;
- the Independent Police Complaints Commission; and
- the Serious Fraud Office.