



**PIPELINE**  
**PRODUCTIONS**  
Academy for the Urban Arts

# Staff Induction Handbook



**2020-21**

# Policies & Procedures

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There are a wide range of laws that people must adhere to when working with young and/or vulnerable people. In order to ensure we work in a consistent and legal way, organisations create policies and procedure that fuse legal requirements with an organisation's way of working.

There are also elements which, while not legal requirements or laws, represent good or best practice. These are internal policies and procedures and must be adhered to in the same way.

Failing to adhere to policies and procedures which are legal requirements can result in legal action against **PiPeLine Productions** AND against individual members of staff so it's absolutely vital to be fully familiar with them.

Failing to adhere to policies and procedures which are not legal requirements but are implemented by **PiPeLine Productions** may not result in legal action but will probably represent a breach of the contract formed through this handbook which in turn can result in the termination of engagement.

Ultimately **all** of the procedures and policies are there for a very good reason; to protect the company, to protect staff, to protect facilities as well as to protect the people for whom we provide a service. As such, following them is just plain common sense.

## Where the documents can be found

All the forms, policies, and procedures can be found in their full forms at the following online location:

<http://www.pipelineproductions.co.uk/policies-procedures-and-forms/>

They can also be found in the **Academy Documents** staff area on **Dropbox**.

Hard copies can be found in the green booklet next to the door at the main entrance to the Academy hall along with the green signing in book.

They can also be sent to you electronically upon request.

Please be aware that all of the documents are subject to reviews and updates according to a schedule but they may also be updated as new best practice, law, or information becomes available. Check the date of the document in the document footer and ensure you have the latest copy.

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You must familiarise yourself with the following policies and procedures which can be found at the above locations:

- Equality & Diversity policy**
- Health & Safety policy**
- Health & Safety procedure**
- Safeguarding (children) policy**
- Staff Development policy**
- Candidate Support policy**
- Data Protection Act**
- Access & Fair Assessment policy**
- Malpractice procedure & policy**
- Disciplinary procedure**
- Fire, Accident & Emergency procedures**

There are also a number of forms which need to be used to collect various pieces of important information. Some of these forms correspond to some of the above policies and form part of the relevant procedures:

- Equal Opportunies form**
- Pupil Consent form**
- Parental Consent form**
- Data Protection declaration**
- Learning Contract form**
- School Referral form**
- Staff Development form**

# Summary of Documents

## **Equality & Diversity policy**

While we know the majority of people we work with do not harbour prejudices towards people based on their ethnicity, gender, sexuality or ability it is important that we clearly state and codify our policy regarding this.

This policy details how we expect staff, volunteers, contractors, visitors and students to behave towards one another and how we expect everybody to be treated.

## **Health & Safety policy**

The Health & Safety policy details our approach to ensuring that everybody engaged with us is safe and protected from harm. Though much of it is common sense, a great deal of it is connected to legislation and may require you to do things you may not have considered before. It covers everything from ensuring we use safe electrical equipment to ensuring people are properly instructed on lifting heavy objects.

## **Health & Safety procedure**

This procedure follows on from the above policy and details what needs to happen in certain Health & Safety situations and who is responsible. If a Health & Safety event is triggered it is important to follow this procedure in line with the above policy.

## **Safeguarding (children) policy**

The Safeguarding policy is quite long but it is absolutely essential that it is thoroughly understood as failure to do so can lead, not only to legal repercussions, but more importantly to negative life consequences for a young person in danger of abuse and/or neglect. In some high profile cases, failure to understand and adhere to such a policy has resulted in organisations failing to act appropriately and this has resulted in the preventable death of a child.

The policy details what falls under its remit, what actions are to be taken, who you need to contact along with a range of numbers and contact points you can use should you feel a child is any danger.

## **Staff Development policy**

At PiPeLine we are committed to the support and development of our staff. This policy codifies this commitment and details ways in which we, as an organisation, can support and provide continued development to you in order to further your knowledge, skills, qualifications and career.

## **Candidate Support policy**

As the name suggests, this policy details how we support candidates along with some of the pieces of information they can expect to receive from us.

## **Data Protection Act**

The Data Protection Act is a piece of legislation that covers how personal information is handles, stored, and shared. It important to know when sensitive information can and cannot be shared a long with how all information is treated to ensure the protection of the rights and privacy of individuals.

### **Access & Fair Assessment policy**

Access & Fair Assessment recognises the different needs of young people and makes special allowances to ensure that people with special needs, illnesses or other impairments are not disadvantaged and unfairly assessed.

### **Malpractice procedure & policy**

This policy and procedure details what is defined as malpractice and what we as an organisation will do when we know or suspect malpractice.  
The procedure and policy not only covers malpractice and maladministration by students but also by us as an organisation.

### **Disciplinary procedure**

The Disciplinary procedure details the steps that need to be taken when dealing with unacceptable behaviour.

### **Fire, Accident & Emergency procedures**

These procedures compliment the Health & Safety policy and detail what has to happen in the event of some specific emergencies along with who is ultimately responsible for ensuring that the policy is adhered to.

### **Equal Opportunies form**

This form compliments the Equality & Diversity policy and enables us to track our progress in employing the policy.

### **Pupil Consent form**

The Pupil Consent form accompanies the Parental Consent form, Learning Contract form, and Data Protection declaration. It records the pupils' consent to work with us and for us to work on their behalf.

### **Parental Consent form**

We need consent from parents that we are ok to work with their children and that we are ok to use their image and information. Parents may be aware of reasons to withhold consent that pupils are not.

### **Data Protection declaration**

When using people's information and images it is important that they sign a declaration allowing you to do so. It also informs them about how we'll manage and use their information and how they themselves can access it.

### **Learning Contract form**

The Learning Contract form forms the basis of the contractual agreement between us and the students and ensures, just like adults, that they adhere to the company's policies and procedures. It also details our learning expectations and what pupils and parents can expect from us as an organisation.

### **School Referral form**

This form is returned to us by schools and gives us a mandate to work with their pupils. It forms part of our contract with the school but also contains important and sensitive information that informs specific ways in which we work with individual pupils.

### **Staff Development form**

The outcomes of the scheduled staff appraisals are recorded in this form and this is used to impliment the personal and professional development that comes out of these meetings. It is the recording form that compliments the Staff Development policy.

# Declaration

I declare that I have read and understand the content of this handbook and that I agree to abide by and adhere to the terms, policies, procedures and best practice presented by **PiPeLine Productions** herein and in the documents referenced within this handbook.

I understand that failure to adhere to and abide by the content, policies, and procedures detailed and the best practice presented by **PiPeLine** may lead to immediate termination of engagement and in some cases could lead to legal action by authorities.

By signing this agreement I declare that I have read and understood this document and that I will read and familiarise myself with the documents and procedures mentioned and that I will read and familiarise myself with all relevant and related laws, legislation, and statutes.

Further, I declare that if there is any reason that could prevent me from fulfilling any of my obligations detailed above or within any policy or procedure, that I will immediately contact a senior member of **PiPeLine** staff to inform them and enable them to remedy any potential situation.

Name (print name):	Signed:	Date:
<b>Directors' signatures:</b>		
Philip Charles		
Joanne McGill		

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