



JSENSE CIO

EMPLOYEE HANDBOOK

Last Reviewed: SEPTEMBER 2023	Next Inspection: SEPTEMBER 2024 Next Review: SEPTEMBER 2025
-------------------------------	--

EMPLOYEE HANDBOOK

INTRODUCTION

This Handbook contains various rules and regulations, which, together with the Statement of Employment issued to you, forms the basis of your contract of employment with JSENSE.

CONTENTS

1. Probation
2. Supervision
3. Appraisal and Review
4. Training and Development
5. Meetings
6. Compassionate Leave (not applicable to consultants)
7. Trade Union (not applicable to consultants)
8. Time off for public duties and other activities
9. General contractual obligations
10. Disclosure of personal information, interests and relationships with other Organisations
11. Absence and sick pay (not applicable to consultants)
12. Pension (not applicable to consultants)
13. Notice
14. Duty to deliver papers/property
15. Disciplinary rules and procedures/Grievance procedure
16. Redundancy (not applicable to consultants)
17. Confidentiality
18. Contact with the media
19. Insurance
20. Personal property
21. Policies
22. Travelling and Subsistence Allowance

(Changes in legislation which may occur during the course of a year will take precedence over the content of the Employee Handbook. The Handbook has been drawn up in conjunction with the ACAS Code of Practice)

1. Probation

The first three months of your employment will be a probationary period. During or at the end of this time, this employment may be terminated by one week's written notice from either side. Or, if the Supervisor/Trustees are dissatisfied with your performance, the probationary period may be extended for the better assessment of your performance. You will attend a meeting with your manager to discuss the extension and reasons for the decision and subsequently notified in writing.

2. Ongoing Employment Checks

Where a 3 year DBS check is required during the course of employment for any individual employee, the employee will be required to register with the update service within 19 days of their first certificate being issued. All DBS certificates are supplied through The Federation of Jewish Services. <https://www.thefed.org.uk/contact/>

3. Supervision

Supervision is a process by which an individual can reflect on what they are doing, with the help of another person, in order to improve their performance. **See JSENSE Supervision Policy**

4. Appraisal and Review

Appraisals are an effective way to motivate employees by praising their achievements, by making them feel part of a bigger picture and by addressing problems which stop them performing to their best ability. See **JSENSE Appraisal and Review Policy**.

5. Training and Development

4.1 Aims of Training & Development.

JSENSE aims to provide all employees with access to appropriate training and development opportunities irrespective of race, gender, disability, sexuality and whether they are full or part-time. All employees are encouraged to take responsibility for their own personal and professional development.

For the charity, the aims of training and development are:

- To ensure that we have a skilled and competent workforce to deliver our objectives and ensure best value in everything we do.
- To enable employees to acquire the knowledge, skills and new ways of working required to do their current jobs more effectively and thus contribute to the achievement of organisational objectives.
- To motivate employees by offering them opportunities to maximise their potential by acquiring new knowledge and skills required to equip them for a wider range of jobs and enhance their career progression.
- To encourage employees to access opportunities for lifelong learning, which seeks to encourage individuals to obtain educational and vocational qualifications outside of normal working hours

4.2 Assessing Training Needs.

JSENSE is committed to being responsive to needs emerging throughout the year as services evolve and change. The charity aims to adopt a strategic approach to training and development by reviewing training needs systematically and in a variety of ways:

- Every employee has an *annual appraisal* where, together with their line manager, they agree a set of objectives and targets for the year. After this, the employee and their line manager discuss what training and development the employee needs in order to do their job, meet their objectives and to enhance their skills and personal development. This information is recorded in section 5 of the appraisal form.
- Every 12-18 months, a Skills Audit is undertaken with all staff, in order to identify trends in current training needs, as well as specific individual needs.
- The results of any discussions with managers about collective development requirements will also inform the training and development that is offered for staff.

4.3 Seconded Staff.

Any JSENSE employees who are seconded out to voluntary/ community sector organisations will continue to be supervised, appraised and supported by line management from the charity. Arrangements for this management should be agreed by all parties prior to the secondment.

6. Meetings

All employees have the right and responsibility to attend regular staff and team meetings, as well as other meetings called by the Project Manager or Management Committee.

Within the charity, meetings will occur as follows:

- *Staff Meetings* – All staff meet to share information, plans and consult on key policy issues, finance and resources. Staff will normally meet once a month.
- *Team Meetings* – All staff in a particular team meet to discuss their project's issues, including workers from partner organisations where appropriate. This would often include meeting with volunteers, children and young people to establish 2 week/ 8 week/ termly programmes. Frequency of meetings is between 2 – 8 weeks.

All employees have the right to put items on the agenda for the meetings detailed above.

Employees must send apologies, with reasons, if they cannot attend either of the meetings they are required to attend. Employees should arrange leave, wherever possible, so that staff meetings do not coincide with time off.

7. Compassionate Leave

The Trustees will give sympathetic consideration to any requests for compassionate leave on the grounds of hardship or difficulty, such as bereavement or serious illness of a member of the immediate family (parents, children, siblings, partner). Each request for compassionate leave will be considered on its merits without recourse to any precedent. Leave may be granted with or without pay or reduced pay.

7. Trade Union

You are free to belong to a registered Trade Union of your choice. No person is obliged to join, or remain a member of, a trade union. There is no official recognition of a trade union. The Trustees will usually:

- deal directly with workers who have employee relations problems. So, workers who have grievances should raise them directly with the manager(s) concerned

Staff have the right to be accompanied by a colleague or by a trade union official if they have a grievance or if they are subject to disciplinary action. (If you require further information, please contact the ACAS Helpline 08457 47 47 47).

8. Time off for Public Duties and Other Activities

8.1 Public Duties

You will be allowed reasonable time off for public duties as set out in the Employment Rights Act 1996, e.g. time spent as a member of a Local Authority, statutory tribunal or a relevant educational body. Such duties must be disclosed to the Trustees on taking up your appointment. Staff already employed by JSENSE should inform the line manager of any such appointment.

Payment and approval for time off work for public duties will be made at the discretion of the Trustees and without recourse to any precedent. Requests will not normally be refused.

8.2 Jury Service

Jury Service does not count against any other leave entitlement. Staff called upon for Jury Service will receive a form from the Lord Chancellor's Department which should be given immediately to their line manager for completion and returned before the start of jury service. You must also inform the line manager as soon as possible of the expected dates of absences.

A claim for loss of earnings from the court at the maximum allowable daily rate should be made. As soon as jury service is completed the line manager must also be informed in writing of the number of day's service (including half days). The appropriate deduction will be made, tax free, from the next gross salary entitlement.

JSENSE reserves the right to deduct from your salary, an amount equivalent to the maximum daily rate, if you fail to claim for loss of earnings.

In the event that you are not required for jury service, the Chair must be informed.

9. General Contractual Obligations

You are expected to fulfil your obligations under your contract of employment; in other words, you are expected to perform your duties so that an efficient and acceptable standard of service is provided to the Charity.

10. Disclosure of Personal Information, Interests and Relationships with other Organisations

10.1 Personal Interests

Your integrity must be beyond reproach. If you have to deal with any matter in the course of your official duties in which you have a private interest (however slight) you are required to disclose all the facts to the line manager in writing. Failure to do so could be gross misconduct and thus prejudice your continued employment with JSENSE.

10.2 Gifts and Hospitality

These should normally be refused as it may be difficult to avoid obligation in the future. If in doubt about an offer, discuss the matter with the line manager before accepting or declining.

10.3 Outside Employment and Private Trading

Undertaking other paid work and/or private trading whilst in the employment of JSENSE is allowed as long as it does not interfere with your duties to JSENSE and should be notified and agreed with the line manager.

11. Absence and Sick Pay

Absence due to Sickness or Injury

Statutory Sick Pay shall be paid by the organisation in accordance with the legislation in force at the time of absence. Entitlement to company sick pay is considered after 12 months service.

In all cases, you must telephone your manager before 9am on the first morning to report absences due to sickness or injury; please note that text messages are not acceptable. On return to work, you will undertake a 'Return to Work' interview with your manager who will complete the necessary documentation.

In cases of long term sickness absence or persistent short term sickness absences the organisation reserves the right to ask you to be examined at any time by an independent doctor.

A full copy of the Attendance & Absence policy and procedures is available on request.

12. Pension

If you are eligible, JSENSE will automatically enrol you into a pension scheme with effect from either our staging date, the date when your employment starts; or, if we elect to postpone your enrolment, three months on from those dates; whichever is the later. JSENSE will make the employer and employee contributions to the scheme required by law from time to time unless you choose to opt out.

As a JSENSE employee we will pay 3% towards any pension scheme you choose to enrol with.

13 Notice

- 13.1 If your employment continues after the end of your probationary period, the period of notice to be given in writing by the Trustees or by you to terminate your employment is one calendar month.
- 13.2 In the event of you failing to give the requisite period of notice as outlined in clause 8.1 above then the Trustees shall be entitled to retain such amount of your final salary and/or accrued holiday pay as corresponds with the amount of notice due from you but not given.
- 13.3 The Trustees reserves the right to ask you to leave immediately after handing in your notice. If they do, they'll probably offer you a one-off payment instead of allowing you to work out your notice period - called 'payment in lieu'. You can only get payment in lieu if it's in your contract, or if you agree to it. If you don't agree to it, you can work out your notice period.
- 13.4 Nothing in these Terms and Conditions of Employment shall prevent the Trustees from terminating your employment without salary in lieu of notice in cases of gross misconduct.

14. Duty to Deliver Papers/Property

On the termination of your employment (for whatever reason) you will return all correspondence, documents and any property, including all digital technology, records and emails produced for JSENSE as an employee/consultant for the Charity. No copies shall be retained by you or given to a third party.

15. Disciplinary Rules and Procedures/Grievance Procedure

Should you bring a grievance or a complaint be made against you. This shall be handled in line with the JSENSE Disciplinary and Grievance Policy.

16. Redundancy

Staff who have completed two year's continuous service will receive Statutory Redundancy Pay.

JSENSE's Redundancy Procedure and payment will be in line with our rights laid out by ACAS <https://www.acas.org.uk/your-rights-during-redundancy/redundancy-pay>.

17. Confidentiality

You have a duty of responsibility to keep information confidential as laid out in the JSENSE confidentiality policy.

18. Whistleblowing

Where an individual discovers information which shows malpractice within the organisation, then this information should be disclosed without fear of reprisal. In the first instance, concerns must be reported to the Chair of Trustees. If it is not appropriate to do so, the concerns should be reported to the Director of Operations or JSENSE Trustee instead. If the information is of a nature that it requires urgent and immediate attention and the Chairman is unavailable, the Director of Operations should be contacted instead, or failing that, a JSENSE Trustee should be called. Individuals, who report instances of malpractice in good faith, will be protected against dismissal or any form of victimisation. However, those who make a disclosure in bad faith that is malicious or mischievous will be subject to the JSENSE disciplinary procedure

For external support contact:

Protect (formerly Public Concern at Work) 02031172520 (opt 1)
whistle@protect-advice.org.uk

19 Recording a Safeguarding Concern

Recording concern

Whenever concerns are raised about a child or adult, whether through an allegation or the observation of a set of circumstances, it is crucial to make and keep an accurate written record. Confidentiality should apply throughout the process and information should only be shared on a need to know basis.

The following steps should be observed:

- where it is not appropriate to take notes at the time, make a written record as soon as possible afterwards and always before the end of the day
- record the time, date, location, format of information (e.g. letter, telephone call, direct contact) and the persons present when the information was given
- include as much information as possible, but be clear about which information is fact, hearsay, opinion and do not make assumptions or speculate.

- Include in your notes:
 - o Who was involved – names of key people
 - o What happened – facts not opinions.
 - o Where it happened
 - o How it happened
- make sure the notes are legible and clear, wherever possible, use the person's own words and phrases.
- include the context and background leading to the Disclosure
- record all actions you have taken and details of referrals to the Social Services or the Police
- the record must always be signed and dated by the person making the record

20 Contact with the Media

You may only communicate with the media on matters relating to the JSENSE if you receive prior written permission from the Trustees.

21. Insurance

The Trustees have an approved policy of insurance as required by the Employers' Liability (Compulsory Insurance) Act 1969. A copy of the certificate of insurance is available for inspection.

22. Personal Property

JSENSE does not take responsibility for personal property left or stored on the premises, whether or not it is used for official business. Personal property is not insured under the Trustees policies and no compensation for loss, theft or damage will be made in relation thereto.

23 JSENSE Policies

You must make yourself aware of, adhere to and implement JSENSE policies at all times. A failure to do so may result in disciplinary action.

Your line manager must ensure you have access to all appropriate policies and procedures.

24 Travelling and Subsistence Allowance

You are expected to meet the costs of travelling to and from your normal place of work.

If you have to travel on behalf of JSENSE you will be entitled to receive a travel allowance. A subsistence allowance will be paid in accordance with the current rates.

APPROVED BY THE TRUSTEES

DATE:

SIGNED:



Appendix One

Incident report form

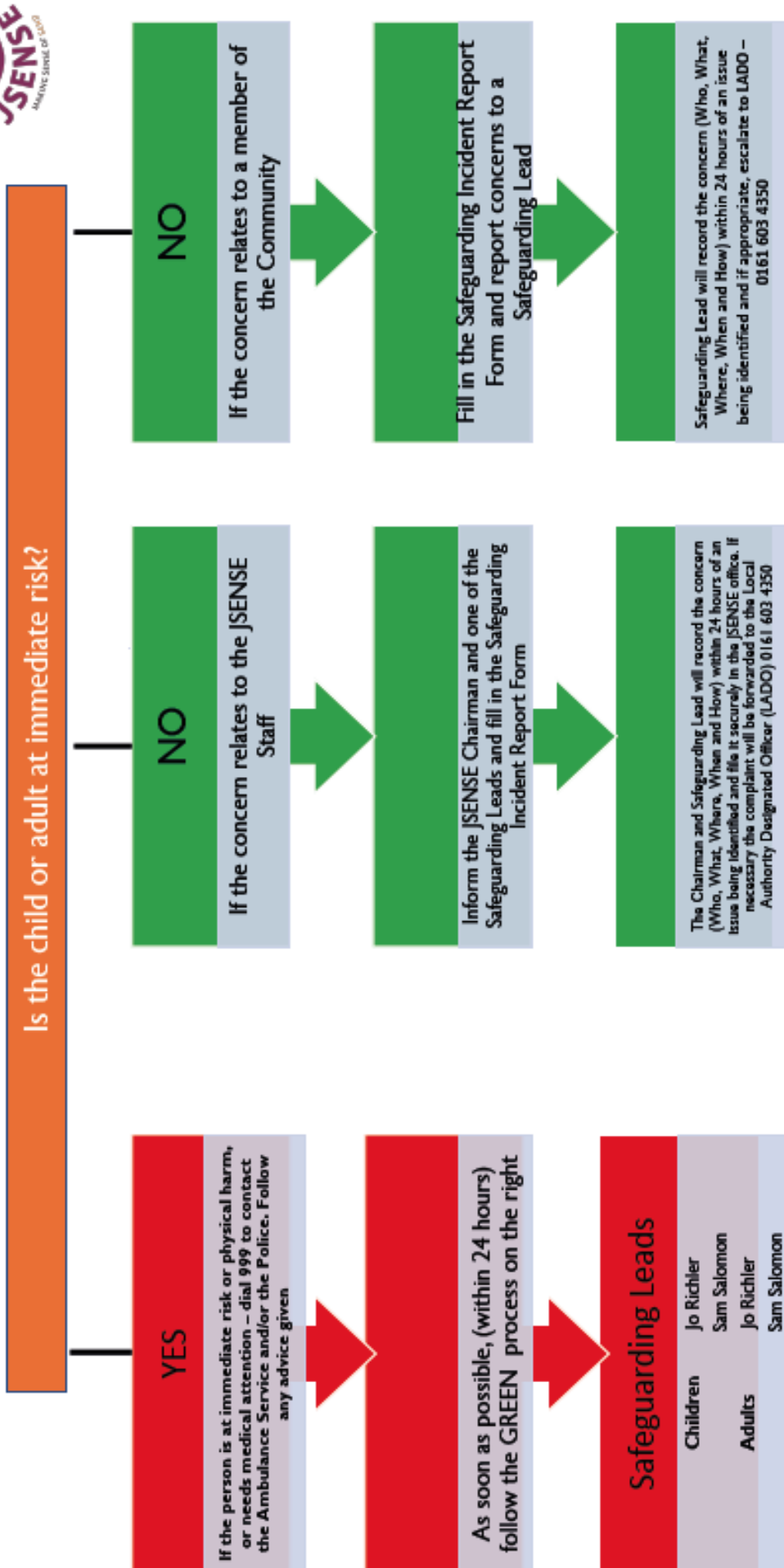
This form will be used by members of staff or volunteers to record disclosures or suspicions of abuse. The completed form should be sent to one of the Safeguarding Leads.

Your name	Your position/role
	Contact phone number
The child's/adult's details	
Name	
Address/phone number	
Date of birth (if possible)	
Other relevant details about the child/adult: <i>Eg family circumstances, physical and mental health, any communication difficulties.</i>	
Parent/guardian/carers details	
Details of the allegations/suspicions	
Are you recording: <ul style="list-style-type: none"> • Disclosure made directly to you by the child/adult? • Disclosure or suspicions from a third party? • Your suspicions or concerns? 	
Date and time of disclosure	
Date and time of incident	
Details of the allegation/suspicions. <i>State exactly what you were told/observed and what was said. Use the persons own words as much as possible (please use back of form if needed)</i>	
Action taken so far:	
Signed	Date



What to do if you see concerning behaviour or a disclosure of abuse is made

JSENSE Safeguarding Flowchart



Remember – you are an Alerter not an Investigator