

# Path Worker Conditions

Below is a summary of some key conditions to be adhered to by all Path workers, in addition to those on individual job descriptions and contracts.

This summary information is made available to people prior to applying for positions at Path, outlining some key aspects of policies that Path employees adhere to.

## **Conditions**

- Acting and behaving in a manner that is professional, positive and based on a problem-solving approach.
- Adherence to & participation in promoting Path Code of Conduct, including establishment of good and considerate working relationships with all staff within Path and partner agencies.
- Adherence to & participation in promoting Path's Equality and Diversity policy, including respecting and valuing diversity and promoting equality
- Respecting and protecting the confidentiality and privacy of clients and colleagues
- Participation in team and staff meetings and keeping up-to-date with Path developments.
- Adherence to all other relevant policies and procedures.
- Recording information and producing reports, as required by Director / line manager.
- Probationary period of six months, during which the period of notice for each party is two weeks. This is a period of limited mutual commitment, prior to any post becoming permanent.
- Any change of home address – or other details relevant to an employer – should be noted to the worker's line manager within two weeks. The Company Secretary – and any trustee – should give notice prior to any change of their own circumstances (to alert Co. Hse).
- Undergoing of Worker Appraisals and compliance with outcomes from these.
- Participation in planning and monitoring at Path, as required.
- Participation in training, relevant to all aspects of the role.
- Participation in the recruitment and training of other workers, as required by Director.
- Maintaining and making accessible appropriate records, inc. developing systems.
- Undergoing of regular line management.
- Completion of monthly timesheets, made accessible to line manager.
- Undergoing a regular DBS check every three years.

NB Path processes data on staff members in the context of 'legitimate interests', on the basis of needing to hold and use information as part of the employment contractual relationship, including for management, pay, safety monitoring.

## **Pensions**

Path operates, and contributes an amount equivalent to 5% of salary to, a pension scheme.

## **Leave Entitlements**

- ⇒ Maternity leave (see policy)
- ⇒ Paternity (statutory minimum)
- ⇒ Unpaid parental leave (by prior agreement with Director)
- ⇒ Compassionate leave (policy)
- ⇒ Annual leave (27 days pro rata plus bank holidays).

Path/April2018

# Disclosure of Information: Criminal Records & Identity

To comply with our legal obligations and good practice, Path carries out specific checks on members of staff, as below.

## 1. Disclosure and Barring

All applicants for jobs at Path must make a declaration regarding previous criminal convictions, including when working with children and vulnerable adults any convictions considered as spent under the **Rehabilitation of Offenders Act 1974**, which will be retained on staff records.

New applicants for posts who do not have a 'Satisfactory' Disclosure and Barring Service (DBS) check, will only commence work on this contract following the approval of the Director and, in some cases, local authority.

All applicants and volunteers for work should note that undeclared criminal convictions, including when working with children and vulnerable adults, any convictions considered as spent under the Rehabilitation of Offenders Act 1974, which subsequently come to light, may result in dismissal.

A Disclosure will be required for every successful candidate as Path's work can involve children and/or vulnerable adults. Disclosure for all staff and all volunteers has to comply with the CRB (now DBS) Code of Practice and appropriate applications made to the Disclosure Service.

Where a Disclosure check is required we will request verification of identity (eg sight of the successful candidate's original birth certificate and marriage certificate, if applicable, and all documentation which shows a change of surname).

## 2. Entitlement to work

Given current Home Office regulations regarding legal working, checks have to be made on all new staff. As a minimum requirement the following should be produced:-

- ❑ at least one item of photographic evidence of identity e.g. current passport or a new style UK driving licence
- ❑ at least one item of address-related evidence e.g. utility bill, bank, credit card or mortgage statement containing the name and address of the successful candidate.

This is in accordance with the **Asylum & Immigration Act 1996** (Prevention of Illegal Working), for which, prior to commencing employment, all new workers must submit documents which include their National Insurance Number or that state authorisation to work in the UK. These should be sent for checking, copying and return prior to employment beginning. Copies will be retained on the new employee's personal file in accordance with the act. Examples of appropriate documentation are:-

- A document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service which states the National Insurance number of the person named.
- A passport describing the holder as a British citizen or as having the right of abode in – or an entitlement to re-admission to – the UK.
- A certificate of registration or naturalisation as a British citizen.
- A birth certificate issued in the UK or in the Republic of Ireland.
- A passport or other travel document endorsed to show that the person named is exempt from immigration control, has indefinite leave to enter, or remain in the UK or has no time limit on his or her stay; or a letter issued by the Home Office confirming that the person named has such status.
- A letter issued by the Immigration and Nationality directorate of the Home Office indicating that the person named in the letter is a British citizen or has permission to take employment.
- A work permit or other approval to take employment issued by the Department for Education and Employment or, in Northern Ireland, by the Training and Employment Agency.

Where the certificate(s) reveals a different surname from the one currently used this name(s) must be included on the disclosure application check form.

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