



Employee & Volunteer Handbook & Policies

Document Control:

Version	Date Written	Authors	Date Ratified	Judgement of controls
Draft 0.1	30/04/2019	S.Gillam		
Draft 0.2	23/08/2019	G. Stanley		
Draft 0.3	15/01/2019	S.Gillam		
Draft 0.4	27/01/2020	K.Brownlee		
Draft 0.5	Re-ratified by board 20/07/22	K.Brownlee		Good – lone working updated
Draft 0.6	Revised 21/05/2024	K.Brownlee		Good – updated with links to full policies
Draft 0.7	Revised 03/10/2025	K.Brownlee		Good – updated links to updated policies
Draft 0.8	Revised 30/04/2026	S.Bear/K.Brownlee & S.Adams		Updated all links and revised to current legislation

Document Control:	1
2. Purpose, Scope and Users	3
3. Our Beliefs.....	4
4. Aims of Wiltshire Treehouse	4
<u>5. The Team</u>	<u>5</u>
6 Self-Harm & Suicidal feelings.....	6
7. Confidentiality.....	6
8. Equal Opportunities, Equality and Diversity Policy	6
9. Health & Safety	6
10. Data Protection & GDPR Policy.....	7
11. Record Keeping	7
11.1 Key Principles	7
12. Risk assessment	8
13. Lone Working Policy	8
14. Code of Conduct	8
14.1 Dress and appearance	9
14.2 Children and young people in distress:	9
14.3 Physical contact:	9
14.4 Social contact:	9
14.5 Communication with children and young people using technology	10
14.7 Gifts and rewards.....	10
14.8 Managing challenging behaviour.....	10
14.9 Photography.....	11
15. Sickness Reporting	11
16. Annual & Family Leave (for paid roles only)	11
17. Supervision & Appraisals	12
18. Staff Wellbeing.....	12
19. Whistle blowing Policy.....	12
20. IT & Marketing Policy.....	12
21. Complaints Procedure	13

1.

Statement of public benefit:

Wiltshire Treehouse is for the benefit of bereaved children, young people, and their families, living/educated within Swindon & Wiltshire.

Mission:

Wiltshire Treehouse wants to see a world where every bereaved child and young person can receive guidance and support to help them through their grieving process. We will enable those in our local communities to develop the coping strategies, skills, and confidence they need to thrive.

Charity Objectives:

Provide high quality, relevant bereavement support and guidance to children, young people & their families. Improve the initial experience of a child bereavement through training and awareness raising. Secure the continuity of our organisation, ensuring a future of child specific bereavement support. Be proud of the charity, a great place to work and achieve.

Our Values:

Growth – Providing a safe space for personal development.

Respect – Beneficiaries, volunteers, and staff are treated with respect and dignity within their journey with the charity.

Inclusivity – Services and support available to the whole community.

Empowerment – Working with beneficiaries to enable change on their terms.

Friendly – Open and welcoming.

2. Purpose, Scope and Users

The purpose of this document is to provide key information to staff and volunteers, both as part of their induction and to support their ongoing work with Wiltshire Treehouse. This document is an important tool in communicating information which helps to ensure safe and effective working practices across the charity.

This document provides information about key policies and should be read in conjunction with the relevant full policies. Information about where to find full policies can be found in this document.

The document applies to all staff within the Charity, including employees and other workers, such as volunteers, and trustees, temporary workers, and contractors.

A copy of this document will be distributed to all staff (paid and voluntary) and can also be found on the Share Point system. It will be made available to other workers on their engagement. Job seekers and applicants can access the policy on request. In addition, all employees will receive a briefing on this policy during their training.

Any questions about this handbook and related policies should be directed to admin@wiltshiretreehouse.org.uk in the first instance.

The Trustee body has been consulted and has agreed the contents of this handbook and related policies. Policies shall be reviewed annually but may be amended at any time.

This handbook and its related policies do not form part of employees' contracts of employment and the Charity may amend them at any time.

3. Our Beliefs

Wiltshire Treehouse is a subscriber to the Childhood Bereavement Network which believes that all children have the right to information, guidance and support to enable them to manage the impact of death on their lives.

In line with the Children's Act 2005, the Children Act 1989 and the Children (Scotland) Act 1995, we believe that any information, guidance and support offered to children should:

- Acknowledge the child's grief and experience of loss as a result of death
- Be responsive to the child's needs, views and opinions
- Respect the child's family and immediate social situation, and their culture, language, beliefs and religious background
- Seek to promote resilience, self-esteem and self-confidence, and develop communication, decision making and other life skills
- Be viewed as part of a continuous learning process for the child, contributing to the development of the child's knowledge and understanding as they grow into adulthood
- Aim, wherever possible, appropriate and feasible, to involve family members, other caregivers and any professionals working with the individual child in a wider social context

If this information, guidance and support is offered as a service by an organisation or in a professional context, it should be:

- Provided by people who have had appropriate training and who are adequately supported
- Provided in an appropriately supportive, safe and non-discriminatory context
- Regularly monitored, evaluated and reviewed

4. Aims of Wiltshire Treehouse

To provide a safe, flexible, timely, appropriate and relevant response to bereaved children and young people that will help build resilience for the individual and family through:

- Providing support through respectful listening,
- Increased understanding of bereavement, sharing what we have learned from other families,
- Improved communication within and beyond the bereaved family about the impact of the grief,
- Reduced isolation; providing opportunities for bereaved families/children & young people to share their experiences.

Wiltshire Treehouse will ensure services are available to the whole community and provide accessible, safe and informed support when someone dies so that schools, employers and others can respond in the most helpful and appropriate manner.

For information about our current services visit <https://www.wiltshiretreehouse.org.uk>

5. The Team

Trustees

Our Trustees are skilled and experienced individuals who make decisions on behalf of the charity. They are volunteers.

The Trustees have overall control of the charity and are responsible for making sure it is meeting its mission and objectives.

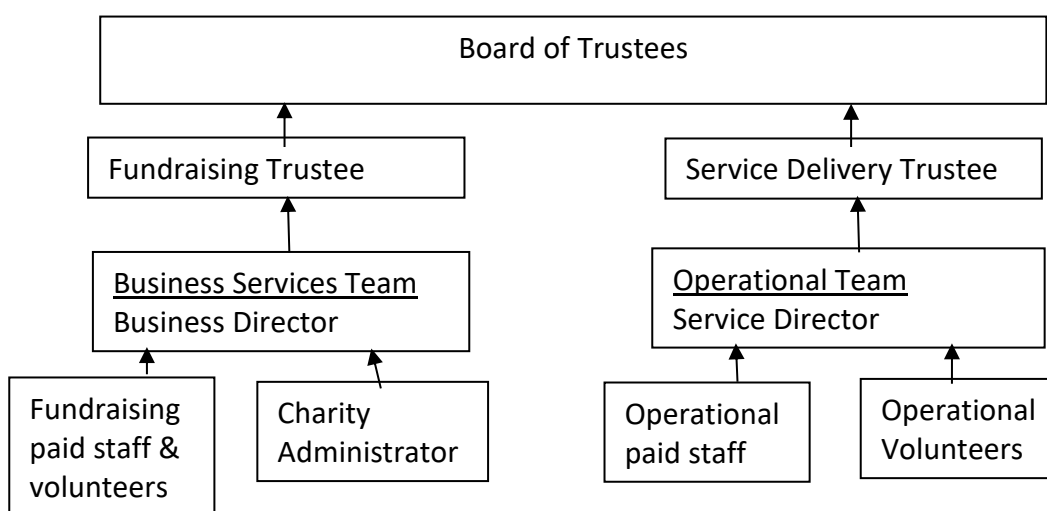
Business Services Team

The Business Services Team comprises of the Business Director, administration staff, fundraising staff and volunteers. They are fundamental to the work of the charity and provide administration, financial and business support.

Operational Team

The Operational Team is responsible for delivering our bereavement support services. The team consists of the Service Director, bereavement practitioners and volunteers.

Organisational chart:



6. Child Protection & Safeguarding Policy

Children who are bereaved, and their families, are the focus of the work of Wiltshire Treehouse. The charity fully recognises its responsibilities for child protection and is committed to establishing a safe environment in which children can be supported through bereavement.

At Wiltshire Treehouse we recognise that:

- The welfare of the child is paramount, as enshrined in the children act 1989,
- All children, regardless of age disability, gender, racial heritage, religious belief, sexual orientation, or identity, have a right to equal protection from all types of harm or abuse,

- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues,
- Working in partnership with children, young people, their families, and other agencies is essential in promoting young people's welfare.

As part of your role you are required to read our Safeguarding & Child Protection Policy, found on this webpage [WT Child Protection & Safeguarding Policy.docx](#)

6 Self-Harm & Suicidal feelings

All team members who come into contact with children, young people and/or parents/carers are required to read our Self-Harm Policy, found on the communications section of our Share Point. [WT SELF HARM Policy.docx](#)

7. Confidentiality

Confidentiality applies to all paid and voluntary roles within the charity. You will need to have read, understood and uphold the Confidentiality agreement within all your work with Wiltshire Treehouse, and after you leave.

This is a separate agreement that requires you to read and sign to confirm you have understood and will uphold the confidentiality agreement.

Policy which can be found on the communications section of our Share Point [CONFIDENTIALITY AGREEMENT.docx](#)

8. Equal Opportunities, Equality and Diversity Policy

As part of your role, you are required to read our Equal Opportunities, Equality and Diversity Policy which can be found on the communications section of our Share Point [Equality, Diversity and Inclusion Policy.docx](#)

9. Health & Safety

Wiltshire Treehouse is committed to ensuring the health, safety and welfare of its staff and volunteers and beneficiaries, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations as well as any requirements of any commissioned contract or grant funded activity guidelines on health and safety.

However, Health & Safety is the responsibility of everyone involved therefore, you **MUST** read the Health & Safety Policy, and sign to say you will uphold and act in a manner according with this policy.

Please note, it is your responsibility to update the charity and your line manager of any change in circumstance which may alter the considerations of Health & Safety. E.g. pregnancy, illness/long-term illness. We will then work with you to ensure everyone's safety is considered through a risk assessment.

You MUST read the charities Health & Safety Policy located within our Communications Share Point site: [Health & Safety Policy.docx](#)

10. Data Protection & GDPR Policy

As part of your role you are required to read our Data Protection and GDPR Policy located within our Communications Share Point site: [Data Protection GDPR Privacy.docx](#)

11. Record Keeping

The purpose of records being made is to support professional work with children, parents and families and to support the best quality of service for the user.

In order to fulfil the above purpose records should be:

- systematic and appropriately detailed
- in clear language/format
- accurate
- up to date
- relevant to professional work

Distinction should be made between fact, observation and opinion and judgmental comments should be avoided.

Service users are entitled to see a copy of their records at any time, under the Freedom of Information Act 2000.

11.1 Key Principles

- Records should be held electronically on the Share Point system
- All information (electronic, paper and other formats) should be held securely and destroyed securely
- Paper data should be limited, and any sensitive paper data should be submitted to admin for secure cross shredding
- All contacts should be recorded. This includes emails, phone calls, meetings and sessions
- Contacts should be recorded on a contact sheet within the child/young person's folder. The date and time of the contact, method (phone call? Email? Meeting?) who was present, where it took place and as a minimum key point discussed and outcomes/actions should be recorded. All contacts should be initialled at the end in order to make it clear which team member has undertaken which contact (in some cases multiple team members may have contact)
- Staff should aim to write notes on the same day or within 24 hours of contact

Volunteers will not have a Share Point account (access to our electronic records). This is due to funding and the cost of having additional licences/accounts.

Therefore, when we need to share electronic, confidential information with volunteers this will be done by email using a combination of password protected documents and emails using a unique, anonymous reference in place of names (references can only be linked to individual children/young people by accessing the secure Share Point).

12. Risk assessment

A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

When seeing families and children it is essential to bear in mind the developmental age of the child, mood state and vulnerability of children and adults and ensure that the environment used is appropriate in terms of:

- Toys/activities e.g. no choking hazards.
- Open windows (above first floor): with young children or vulnerable adults
- Hazards for tripping or falling should be pointed out
- Hot drinks etc.
- Food allergies

Risk assessments will be carried out by suitably experienced members of the team.

To raise health and safety concerns or issues please speak with any paid member of staff or trustee as soon as possible.

13. Lone Working Policy

If your work with us involves lone working you MUST read the Lone Working Policy, available on the Wiltshire Treehouse SharePoint system or available via admin and line managers. This is so that you are aware of how to keep yourself and others safe in the event of lone working. The policy also details the responsibilities that the charity has, and the measures Wiltshire Treehouse has in place in order to minimise any risks associated with lone working.

The lone working policy can be located through this link to our Communications Share Point site: [Lone Working Policy.docx](#)

14. Code of Conduct

All adults are accountable for the way in which they exercise authority, manage risk, use resources, and safeguard children and vulnerable adults.

It is important that all adults understand that the nature of their work, and the responsibilities related to it, place them in a position of trust. The below guidance provides information on appropriate and safe behaviours for all adults in paid or unpaid capacities on behalf of Wiltshire Treehouse.

14.1 General behaviour and communication

All adults must not behave, communicate, or otherwise act in a manner that could bring the charity into disrepute. This includes conduct in the workplace, in public, and online (including social media). All staff are expected to uphold the charity's values and maintain professionalism at all times. Any behaviour—whether in person, in writing, or online—that could reasonably be seen as damaging, disrespectful, or undermining to the charity will be investigated and dealt with in line with Wiltshire Treehouse policy.

14.2 Dress and appearance

A person's dress and appearance are matters of personal choice and self-expression. Adults who work with children and young people should ensure they take care to ensure they are dressed appropriately for the tasks and the work they undertake.

14.3 Children and young people in distress

For adults working with children there will be occasions when a distressed child needs comfort and reassurance and this may involve physical contact. Young children may need immediate physical comfort. Not all children and young people feel comfortable about physical contact, and adults should not assume that it is acceptable practice to use touch as a means of communication. Permission should be sought from a child or young person before physical contact is made. When physical contact is made with a child this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another or with a different child – it is suggested that comfort should only involve touch on the arm/shoulder. If very upset, children should be taken to a parent/carer for further comfort.

14.4 Physical contact:

Where a child initiates physical contact with an adult: this may be entirely appropriate e.g. taking an adult's hand to steady themselves or when walking with an adult. However, this should be of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. In a circumstance where a child initiates inappropriate physical contact, it is the responsibility of the adult to sensitively deter the child. This must be reported to the leader worker (or a director or Trustee) immediately and appropriate recordings about the nature, time and length of contact.

14.5 Social contact

Adults who work with children and young people should not seek to have social contact with them or their families, unless the reasons for this contact has been firmly established and agreed with a director or Trustee. No child or young person should be invited into the home

of an adult who works with them, unless the reason for this has been firmly established and agreed with a director or Trustee.

14.6 Communication with children and young people

Communication between children and adults, by whatever method, should take place within clear and explicit boundaries. This includes the use of technology such as mobile phones, text messaging, and social media. Adults should not share any personal contact information with a child or young person. They should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of the work.

14.7 E-Safety

Our E-Safety Policy provides guidance on the procedures that will support and underpin the use of social networking and other online services within Wiltshire Treehouse. It is important that all staff, volunteers, Trustees, or anyone working on behalf of the organisation are aware of this policy and agree to the following terms.

As part of your role, you are required to read section 19 (E Safety Policy) of our Child Protection & Safeguarding Policy which can be found on this webpage [WT Child Protection & Safeguarding Policy.docx](#)

If you have already read our Child Protection and Safeguarding Policy then you will have already read the E Safety Policy.

14.8 Gifts and rewards

Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perception of favouritism or unfairness. Care should also be taken to ensure that adults do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment. Children should not be given gifts by an adult.

14.9 Managing challenging behaviour

All children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour. Where children display difficult or challenging behaviour, adults should use strategies appropriate to the circumstance and situation. The following should be borne in mind:

- All work should be set up with clear rules and boundaries.
- Verbal positive praise and reinforcement should be used to encourage appropriate behaviour.
- Clear verbal guidance should be given using clear requests and directions.
- A short time sitting quietly away from an activity may be helpful in giving a child time to calm down.

- Parents/carers should be asked to return to the group if their child's behaviours cannot be managed.
- The use of corporal punishment is never acceptable.

Safeguarding is paramount and all team members (paid staff, volunteers, trustees and contractors) must abide by our Child Protection & Safeguarding policy at all times.

14.10 Photography

Photos of children must only be taken with written parental consent and for a specific purpose. They must only be taken with Wiltshire Treehouse cameras and stored on a Wiltshire Treehouse computer.

For further information on the correct and appropriate storage of photos, please refer to *Data Protection and GDPR Policy*, found on the policy section of our website (scroll all the way down until you see 'Policies').

[Wiltshire Treehouse | Supporting Children & Young People Through Grief](#)

15. Sickness Reporting

All sickness should be reported directly to your line manager or lead worker, and in their absence the delegated Trustee. Absences should be reported in a timely fashion as this allows for cover to be arranged, where needed.

For paid staff – sickness should be reported at the very least the morning the sickness began before the time at which you were due to start working. Please refer to your contract for information detailing sick pay.

16. Annual & Family Leave (for paid roles only)

The leave year runs from January to December, with the first and last year calculated pro-rata – based upon your start and leave date.

Wiltshire Treehouse provide **25 days annual leave** – which will be provided pro-rata for part-time staff. There is also an additional 8 day bank holiday entitlement, which again will be pro-rata based upon the hours of your contract.

Within your induction you will be provided with an annual leave card, this will provide a log of your leave requests and remaining leave entitlement.

To book annual Leave:

You must complete your leave card and submit it to your line manager for signature. All leave requests should be made in a fair and reasonable timeframe, with at least 1 weeks' notice. Wiltshire Treehouse will endeavour to grant all reasonable requests for annual leave, however, please be aware that service delivery must be prioritised.

17. Supervision & Appraisals

Employees and volunteers of Wiltshire Treehouse will receive an appropriate level of support based upon their job role. For roles working directly with our beneficiaries the level of supervision will be dependent upon the needs of the employee/volunteer, but no less than once every 6 weeks. For administrative roles supervision will be 3-monthly.

All roles will be subject to a probation period of at least 6 months, as detailed within the Wiltshire Treehouse contract of employment.

18. Staff Wellbeing

As part of your role you are required to read our Employee and Volunteers Wellbeing and Mental Health Policy, available on Communications SharePoint site: [Employee & Volunteers Wellbeing Policy.docx](#)

19. Whistle blowing Policy

The purpose of this policy is to encourage and enable employees, contractors, and other stakeholders to raise genuine concerns about wrongdoing, risk, or misconduct without fear of retaliation. It supports our commitment to integrity, transparency, and accountability.

This policy applies to all employees, agency staff, contractors, volunteers, and suppliers. It covers concerns relating to:

- Criminal offences or breaches of law
- Fraud, corruption, or financial malpractice
- Health and safety risks
- Environmental damage
- Breaches of company policy or ethical standards
- Concealment of any of the above

You must read the full policy that can be found on the Communications Share Point site: [Whistleblowing Policy.docx](#)

20. IT & Marketing Policy

Any staff or volunteer using Wiltshire Treehouse IT (including laptops, phones or social media) should read the IT and Marketing Branding Policy. This is available on the SharePoint system or via admin and line managers.

[IT Policy.docx](#)

[Marketing and Branding Policy v.0.4.docx](#)

21. Complaints Procedure

Wiltshire Treehouse operates a “complaints friendly” environment and greatly regrets if Wiltshire Treehouse does not meet the expectations or needs of its service users. Wiltshire Treehouse welcomes feedback and any negative comments will be taken very seriously.

Any complaints (informal or formal) or negative feedback must be reported in a timely fashion to your lead worker or line manager.

For further information please read our full policy Complaints Policy here [Compliments & Complaints Policy.docx](#)

22. Finance Policy

Any member of staff who handles or processes financial information, makes financial decisions, and/or has rights to authorise spending must read Finance Policy, available on the SharePoint system or via admin and line managers.

23. Forms – Please Complete

All staff and volunteers must complete and return the below forms.

Paper copies are available upon request. All forms should be returned to admin@wiltshiretreehouse.org.uk or can be sent/handed to your lead worker/line manager.

Appendix a) Team Member Emergency Medical Information

Appendix b) Volunteer Agreement - *Volunteers only (not paid staff)*

Appendix c) Confidentiality Agreement

Appendix d) Data Protection Agreement

Appendix e) Policy log that requires signing for all roles.

Appendices

For a printable version of just these forms please head to the below link to the Communications Share Point site: [Appendices Required forms only for printing.docx](#)

Appendix A

WILTSHIRE TREEHOUSE

TEAM MEMBER EMERGENCY MEDICAL INFORMATION



It is not compulsory for you to supply this information. If you do, however, it will remain confidential and be kept in your personal file until such time as it should be needed. It would be preferred if the First Aid Staff are aware of any conditions, but please indicate if you would prefer them not to be advised in advance.

Likewise, it is the responsibility of the staff member/volunteer to ensure this document is kept up to date should your personal circumstances and or contact information change.

Please print all information clearly:

Name (of team member): (please print)

Next of kin name: (please print)

Contact details for next of kin:

Telephone: Mobile:

Address:

.....

Postcode:

Relationship:

About you:

Do you wear contact lenses?

Condition(s):

Do you carry medication for this condition?

If Yes, what form is it in and where is it kept?

If Yes, are we able to help you administer it?

Do you have any allergies to any medications or foods and if so, what are they?

.....

.....

Is there any other information you think we may need in the event of an emergency, or you becoming unwell?

.....

.....

Your data will be kept safely and securely in line with the Data Protection Act 2018 and Data (Use and Access) Act 2025 (DUAA). Full copies of our Data Protection policy and our Privacy Notice are available. You have the right to withdraw consent to us holding your information at any time.

I **agree / do not agree** to Wiltshire Treehouse first aid staff being made aware of any medical conditions in advance of an incident (please delete as appropriate).

Signature:.....

Date:.....

Appendix B



WILTSHIRE TREEHOUSE **VOLUNTEER AGREEMENT**

This volunteer policy describes the arrangement between Wiltshire Treehouse and you. We wish to assure you of our appreciation of your volunteering with us and we will do the best we can to make your volunteer experience with us enjoyable and rewarding.

1. The Organisation

Your role as a volunteer will commence INSERT DATE

Wiltshire Treehouse undertakes to provide:

2. Induction and Training

To provide thorough induction on the work of the voluntary organisation, its staff, your volunteering role and the induction/or training you need to meet the responsibilities of the role.

3. Supervision, support and flexibility

To explain the standards, we expect from our services and to encourage and support you to achieve and maintain them.

To provide a named person who will be in contact with you to discuss your volunteering and any successes and challenges.

To do our best to help you develop within your volunteering role with us.

4. Maintaining a safe environment:

It is your responsibility to be aware of our policies that contribute to keeping you safe whilst volunteering.

5. Insurance

We provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us. We do suggest you inform your car insurance provider that you will be taking part in voluntary work and will be using your car to travel to activities.

PTO

6. An Equal Opportunities environment



All volunteers will be supported in accordance with our equal opportunities policy. It is your responsibility to read and be familiar with our equal opportunities policy.

7. Expenses

We will reimburse out of pocket expenses for travel to/from the office premises or for attendance at an out of office meeting/conference/event. Please provide appropriate receipts with the expenses claim.

We expect you:

To help the charity fulfil its mission relevant to the volunteering role you have accepted.

To perform your volunteering role to the best of your ability and in line with our Code of Conduct. Any breach in the code of conduct will be managed appropriately and according to our policies and procedures.

To maintain the confidential information of the charity and its clients.

To follow the charity's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients.

To meet time commitments and standards agreed to and give reasonable notice so other arrangements can be made when this is not possible.

To provide referees as agreed who may be contacted, and to agree to an enhanced DBS check being carried out where appropriate in relation to the work you are undertaking.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

Signed: Date:
Volunteer

Signed: Date:
Director

Appendix C

WILTSHIRE TREEHOUSE **CONFIDENTIALITY AGREEMENT**

Wiltshire Treehouse considers confidentiality to be of the utmost importance. Any breach could potentially cause distress to individuals, families or organisations with which the charity is in contact, as well as serious embarrassment to the charity itself, and will be regarded as serious misconduct.

Both during and after termination of employment; in a paid or voluntary capacity or as a Trustee for Wiltshire Treehouse, all members of staff are responsible for ensuring the confidentiality of all information obtained during their employment with the charity.

I have read and understand the confidentiality policy and handbook.

I undertake to uphold this policy myself.

-

Signature:

Name:

Date:



Appendix D

WILTSHIRE TREEHOUSE **DATA PROTECTION POLICY AGREEMENT**

I understand that the aims of the Data Protection Act 2018 and Data (Use and Access) Act 2025 (DUAA) are to protect the rights of individual data subjects, and that every member of staff/consultant/volunteer is responsible for ensuring that Wiltshire Treehouse always fully complies with this legislation.

I have read and understand the Wiltshire Treehouse Data Protection Policy (section 13 of the Handbook) and undertake to uphold the Policy myself. I understand that I am only to use or process personal data to which I am given access by the Charity, for the purposes authorised by the Charity, and in accordance with the Charity's Data Protection Policy.

I understand that I must keep all personal information secure, and in particular, will not make any unauthorised disclosure of personal data to any third party.

Signature:

Name:

Date:



Appendix E

Policy Log (Employees & Volunteers)

Please complete this policy log as you work through the required reading. For each item relevant to your role, please sign and date to confirm you have read them.

It is anticipated that you will have read all the necessary policies highlighted for your role within 3 months of your start date. With a view that all policies must have been read to complete your probation (paid staff only), failure to do so will result in the extension of your probation period by a further 3 months.

Links to the policies are throughout this document. Here is a link to the folder:

https://wiltshiretreehouse.sharepoint.com/:f/g/lgBkEMReRYcEQKMPMhG2pGPgASYGv-ap5cKHfaTNQ3co_3U?e=UuC5VS

X = required for the role

R = Role dependent, please check with line manager

Policy	Role			Date read	Signature
	Director/ Trustees	Service Delivery	Fundraising Team		
Child Protection & Safeguarding	X	X	X		
Whistleblowing Policy	X	X	X		
Equal Opportunities	X	X	X		
Confidentiality Agreement	X	X	X		
Data Protection Policy	X	X	X		
Self-Harm Policy	X	X	R		
Lone Working	X	X	R		
Code of Conduct	X	X	X		
Staff Wellbeing	X	X			
IT Policy	X	R	R		
Branding & Marketing Policy	X	R	X		
Compliments & Complaints Policy	X	X	X		
Finance Policy	X		R		

