

# The Building Exploratory

## The Building Exploratory Policy Documents

*(all have accompanying detailed guidelines for implementation)*

### The Building Exploratory Health and Safety Policy (Reviewed July 2006)

(In accordance with the Health and Safety at Work Act 1974 section 2(3))

#### Policy Statement

The Building Exploratory is committed to planning and maintaining health and safety within the organisation, for staff and visitors. The policy will be reviewed annually and sets out the standards by which the Building Exploratory will monitor its health and safety.

The Building Exploratory will:

- provide and maintain a safe and healthy environment for all staff and visitors
- monitor health and safety risks and carry out a risk assessment annually or when work activities change, whichever is the soonest
- ensure that staff are trained in first aid and that first aid facilities are provided
- work to prevent accidents and cases of work-related ill health
- consult with staff on matters affecting their health and safety
- provide information to staff to enable them to work safely
- review and revise this policy as necessary and at annual intervals

#### Responsibility for Health & Safety at the Building Exploratory

The Building Exploratory's Board of Trustees holds overall and final responsibility for health and safety. Day-to-day responsibility for this policy is delegated to Amanda Riddick, the Building Exploratory's designated Health and Safety Officer. There are two First Aid Officers at the Building Exploratory, Karen Elmes and Amanda Riddick.

The provision and maintenance of Fire Extinguishers is the responsibility of The Learning Trust, the Exploratory's current landlord, which can be contacted at 020 8820 7000.

All staff have the responsibility to:

- make themselves familiar with this policy and the guidelines as set out below.
- take care of their own health and safety and that of other workers and co-operate with the Building Exploratory so as to enable it to comply with the duties imposed under the Health and Safety at Work Act 1974
- report all health and safety concerns to an appropriate person
- take responsibility for briefing anyone carrying out voluntary work, work experience or contractual work in the Building Exploratory on matters of health and safety

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## **Safeguarding Children Policy (Reviewed July 2006)**

### **Policy Statement**

The Building Exploratory is committed to providing a safe and welcoming space where visitors of all ages can explore its interactive exhibition and take part in hands-on activities. This is particularly important in regard to children, young people and vulnerable adults, as these groups make up a significant proportion of visitors to the Building Exploratory (hereafter referred to as TBE) and users of TBE's outreach services.

The Building Exploratory is also committed to ensuring a safe working environment for its staff and volunteers. The guidelines attached to this policy provide advice to TBE staff on appropriate behaviour and dealing with difficult situations that they may find themselves in. This is particularly important because TBE is not a childcare organisation, and its staff are not legally certified to look after children or vulnerable adults on their own. The guidelines will help to protect visiting children, young people and vulnerable adults as well as those working for TBE.

While particularly relevant to those members of staff whose work includes spending a substantial part of their time working with children and/or vulnerable adults, the Safeguarding Children Policy and guidelines apply to all staff, freelancers, volunteers and trustees. Because of the layout and the small staff team at TBE, all staff may come into contact with children or vulnerable adults. Therefore, all staff, regardless of the nature of their main work, are required to undertake a CRB check. Volunteers always work under the supervision of a TBE staff member.

TBE takes the issue of safeguarding children very seriously. Behaviour by staff or volunteers that is in breach of this policy and the attached guidelines will always lead to a disciplinary procedure. Inappropriate or abusive behaviour by visitors or participants in outreach activities will not be tolerated.

### **Definitions of Abuse**

An abused child is a person under the age of 18 who has suffered or is likely to suffer from significant harm. There are four main types of abuse: physical, sexual, emotional and neglect. This may also be applied to vulnerable adults, such as people with physical or mental disabilities, or elderly people. For detailed definitions please refer to the guidelines.

### **Responsibility for Safeguarding Children at the Building Exploratory**

The Child Protection Officer at TBE is Claire Toogood. She can be contacted on 020 7249 4409 / 7275 8555, or by email at [education@buildingexploratory.org.uk](mailto:education@buildingexploratory.org.uk) (Mon-

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Thu only). TBE's Director Nicole Crockett can be reached at 020 7275 8555 or by email at [nicole@buildingexploratory.org.uk](mailto:nicole@buildingexploratory.org.uk) .

All staff and volunteers have the responsibility to:

- Make themselves familiar with the guidelines
- Report concerns relating to safeguarding children or vulnerable people to the Child Protection Officer or the Director as appropriate
- Take responsibility for briefing anyone carrying out voluntary work, work experience or contractual work in the Building Exploratory on matters of safeguarding children and vulnerable adults

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## **Volunteer Policy (Reviewed July 06)**

### **Policy statement**

This Volunteer Policy represents the Building Exploratory's commitment to volunteers and outlines the principles that form the basis of the volunteer programme. The Volunteer Policy informs staff and volunteers on how the organisation aims to work with and maintain a team of well-valued volunteers.

The Building Exploratory will:

- Provide a welcoming, supportive and safe environment for all volunteers
- Ensure that volunteers are not recruited as a substitute to paid staff

### **Definition of a volunteer**

A volunteer is someone who without compensation or expectation of compensation (other than reimbursement of expenses) performs a task at the direction of and on behalf of the Building Exploratory. The Building Exploratory involves volunteers because their enthusiasm, knowledge, experience and skills bring extra value to the Building Exploratory's work.

### **Volunteer roles**

- Helping to deliver a wide range of activities such as family workshops, special events such as market stalls, school workshops, tours of the exhibition and outreach work in the community.
- Providing support to other Building Exploratory activities such as research and development, design, photography and promotion.
- Providing additional skills, knowledge and expertise not represented amongst staff.
- Enabling the Building Exploratory to make links with different groups in the community.

### **Volunteer guidelines**

The Volunteer policy outlines the Building Exploratory's commitment to volunteers in terms of recruitment, equal opportunities, induction and training, health and safety, insurance and conduct. These are outlined in the Volunteer Guidelines which form an appendix to this Policy.

Each volunteer will be given a copy of the Volunteer Policy and Volunteer Guidelines as part of the Volunteer Handbook. The handbook provides background information about volunteering at the Building Exploratory such as definitions of volunteer roles, information about re-claiming expenses as well as other relevant Building Exploratory policies (see below).

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## **Responsibility for Volunteers at the Building Exploratory**

Karen Elmes, the Volunteer Manager at the Building Exploratory is responsible for ensuring that this policy is adhered to. She can be contacted on 020 7249 4409 or by email at [karen@buildingexploratory.org.uk](mailto:karen@buildingexploratory.org.uk).

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## Equal Opportunities Policy (Reviewed July 2006)

### Policy Statement

The Building Exploratory is committed to providing equal opportunities to all employed by or working at TBE, including contract staff, freelancers, volunteers and trustees, as well as users of TBE's services, without discrimination on the grounds of sex, race, marital status, disability as defined by the Disability Discrimination Act 1995, part-time and fixed-term contract status, volunteer status, age, sexual orientation or religion. This Equal Opportunities Policy applies to those in paid employment at the Building Exploratory, whether as PAYE or freelance. There are a separate policy and guidelines regarding volunteers working at the Building Exploratory.

All Building Exploratory staff will be made familiar with this Equal Opportunity policy and the behaviour expected, and will participate in the annual review. The main copy is kept in the library and is accessible to everyone. A copy of the policy as well as guidelines for appropriate behaviour appear in the staff and volunteer handbook.

The co-operation of all employees is essential for the success of this policy. TBE's Board of Trustees holds overall and final responsibility for the policy's effective operation.

Day-to-day responsibility for ensuring that this policy is adhered to is delegated to the Building Exploratory's Director Nicole Crockett.

### Definitions of Discrimination

Discrimination can be direct or indirect.

Direct discrimination takes place when an employee or job applicant is treated less favourably than another on grounds of sex, ethnic origin, marital status, age, disability, working status, sexual orientation, religion, or any other grounds that cannot be objectively or legally justified.

Indirect discrimination takes place when an employment requirement can only be met by certain persons for reasons that cannot be objectively or legally justified. For example, including in a job advertisement that the applicant must have experience of working with children even though the actual job does not require working with children should be considered as indirect discrimination, as this would unjustifiably exclude people from applying for a job that they are otherwise qualified for.

Discrimination can occur at different stages of the employment process:

- when advertising for a job vacancy
- when offering or determining who is offered employment
- when offering access to company facilities or company benefits

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- when dismissing a person from your company.

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## The Building Exploratory Access Policy (Reviewed May 2006)

### Policy Statement

The Building Exploratory (TBE) is committed to providing an accessible, inclusive and welcoming environment for all staff and visitors to the organisation. This includes access to TBE and its facilities, access to information such as electronic resources and promotional material, and access to services and events that take place outside TBE.

To this end TBE has undertaken:

- research on its duties and responsibilities under the Disability Discrimination Act (DDA), of which the new provisions came into effect on 1<sup>st</sup> October 2004
- training on the DDA and advice on the DDA and its implications
- an audit to identify areas where access could be improved and made immediate improvements where possible.
- to revise the access policy on a yearly basis or when necessary

### Definitions of Access

The term 'access' is considered to be the elimination of barriers - physical, attitudinal and procedural.

This policy and related guidelines has been reviewed by **Alex Cowlshaw** who is contactable on **020 7275 8555**. They are reviewed annually and the next review is due in May 2007.