

LOT Staff/Safeguarding Policy

1. No smoking at any time in the building and outside during opening hours for staff.
2. Staff should ensure that they arrive in time for briefing and setting up.
3. Staff should ensure all equipment and activities for the day is set up, before participating in any other activities.
4. Staff is responsible for setting up equipment and materials and tidying up afterwards.
5. Staff should remember that booking time off for TOIL or annual leave must give notice to Line Manager
6. In the event of any unexpected absent, staff must ring to inform Line Manager or leave a message on the answering machine, or a message with the Admin Officer before 1.00pm.
7. Staff supervision with Line Manager takes place once a term. It is also up to you to arrange times.
8. First Aid kit should be checked on a regular basis for any replacement by all staff, or staff designated by Line Manager.
9. Any personal or professional dispute should be settled in a private and mutual place (never in front of members or other staff). Staff who are not happy with a particular issue, should consult their Line Manager as soon as possible.
10. All staff should be aware of other staffs' movements on site, if going out then inform Worker in Charge and other staff.
11. All staff must make sure that they are in on time. If you are going to be late, enough notice should be given, and also to state what time you will expect to be in.
12. Staff must use a sympathetic approach and be sensitive to young people's need and actively encourage all young persons to participate fully in the range of activities offered.
13. Bullying must be firmly prevented at all times and reported during the team meeting debriefing session.
14. No personal phone call during sessions, or when the session is very busy.

Leaders of Tomorrow (LOT) is a not-for-profit company limited by guarantee registered in England and Wales. The registered company number is 0704132. The registered address is 17 Courtland Avenue, Norbury, London SW16 3BB. A list of the company directors is available at the registered address.

15. When using mobiles, staff must remember that they are here to work with members, so not to stay long on the phone. **UNLESS IN AN EMERGENCY**