



A Company Limited by Guarantee, Registered in Scotland
Company Number SC271553 Charity Number SC038888
Registered Office: Unit 1, Woods Yard, Whitehall Village, Stronsay, Orkney, KW17 2AR

Introduction

Our staff handbook contains a number of employment-related rules and procedures which are necessary for the effective running of our organisation. You will probably find that many of the policies are less relevant to you on a day-to-day basis. Nonetheless, it is important you know the policies exist, are familiar with them and can access them if necessary.

The policies set out procedures on how we would normally deal with a range of employment-related issues in a manner which is consistent with the needs of our organisation, is fair, and where necessary, is in keeping with our legal obligations. The handbook and the policies within it are non-contractual and therefore as our organisation changes, the policies and procedures may be updated at any time to reflect changing operational requirements.

Copies of the handbook are stored on our computer systems so a copy can be printed off if you require one.

If you are unsure about a particular point within the handbook and need clarification, please ask. Remember it is the responsibility of everyone to make sure life in Stronsay Development Trust runs as smoothly as possible.

Yours sincerely

SDT Board, December 2024

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General Information

Annual Leave

The holiday year runs from the 1st April through to the 31st March. Holidays must be taken in the leave year, therefore you must use your holiday entitlement within the corresponding leave year and it cannot be carried over to the next leave year. Payment for untaken annual leave will not be made other than on termination of employment.

Lateness & Absence

You should refer to the specific policy on **Absence and Sickness**. However, if you are running late or won't make it into work you must telephone a director in the first instance (if you are unable to speak directly you should send a message). You should call at the earliest opportunity (i.e. when you know you will be absent or late) and must call before your start time.

Dentist & Doctor's Appointments

Any appointments made within normal working hours should be made at the start or the end of the working day. Time off can be given by agreement with a director but whether this time is paid or not, will be at the sole discretion of a director. Appointment cards must always be shown to a director upon request if you plan to attend an appointment during working hours.

Change of Personal Details

You must tell us about any change of name, address or phone number so we can maintain accurate information. This is also so we can make contact with you in an emergency and if necessary outside normal working hours.

For obvious reasons, it is particularly important that you tell us if your bank details change. Failure to do so may result in you not being paid.

Jury Service/ Court Appearance as a Witness

If you are called to serve on a jury you must advise us as soon as possible. Unless an exemption is secured, leave to attend will be granted.

Other Statutory Rights to Time Off

You are also entitled to reasonable unpaid time off from work where you carry out certain public duties or are members of relevant bodies. The list of duties is listed below and if you fall into one of



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these categories it is important you speak with us as soon as possible to discuss your requirements. This will allow us time to make any adjustments and assess the impact on our business. The public duties and relevant bodies are listed below:

- justice of the peace
- local councillor
- school governor or member of a school council/ board in Scotland
- managing or governing body of an educational establishment
- statutory tribunal (like an employment tribunal)
- health authority
- the Environment Agency or the Scottish Environment Protection Agency
- member of the prison visiting committees
- member of a Scottish Water or a Water Customer Consultation Panel
- trade union member (for trade union duties)

Bereavement

If you find yourself affected by a bereavement please speak to us at the earliest opportunity so we can discuss your specific requirements, and whether paid or unpaid leave applies. We aim to seek to balance your needs in a sympathetic way with the needs of the organisation.

Leaving our Organisation

There will come a time during your working life when you wish to explore new opportunities and leave your employment. The amount of notice you have to give us if you wish to leave your employment is contained in your contract of employment (your main statement of particulars).

When you leave us it is important that you tell a director in writing that you intend to leave. Your P45 will be issued to your home address.

Reference for future employers should be requested in writing to the organisation.

Statutory Employee Rights

The policy outlines the statutory employee rights at Stronsay Development Trust (SDT), covering key areas such as Paternity Leave, Adoption Leave, Shared Parental Leave, Parental Bereavement Leave, and Flexible Working.

Paternity Leave:

- Leave must be taken within 56 days of the child's birth or the mother's Expected Week of Childbirth (EWC).



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- Employees are entitled to either one or two weeks of paternity leave, which must be taken consecutively.
- Leave must be taken within eight weeks after the birth or placement of adoption.
- To qualify, employees must notify SDT at least 15 weeks before the EWC or, in case of adoption, within seven days of being notified.
- Paternity leave pay is based on average weekly earnings or a fixed rate, subject to National Insurance deductions.
- Employees can take time off for up to two antenatal appointments, though this time is unpaid.

Time Off to Attend Pre-Placement Appointments:

- Employees adopting a child can take time off to attend adoption appointments.
- One person from a couple may take paid time off for up to five appointments; the other can take unpaid time off for up to two appointments.
- Time off must be taken before the child's placement for adoption.
- Employees must inform their line manager in advance and provide proof of the appointment arranged by the adoption agency.

Shared Parental Leave (SPL):

- SPL is available for children due or placed for adoption after 5th April 2015.
- It allows parents to share leave and pay after maternity or adoption leave ends, with the option to take both paternity and SPL.
- The policy outlines how ordinary paternity leave must be taken before SPL and provides additional details on eligibility and entitlements.

Adoption Leave Policy:

- **Eligibility:** Employees adopting a child (placed after 5th April 2015) are entitled to adoption leave, regardless of service length. Only one adopter can take leave at a time.
- **Adoption Leave Notification:** Employees must inform the organisation within 7 days after being matched with a child and provide evidence such as the adoption agency's details and the expected placement date.
- **Changes to Start Date:** Employees can change the start date with 28 days' notice.
- **Overseas Adoption:** Special notification requirements apply when adopting a child from abroad.

Pre-Placement Appointments for Adoption:

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- Primary adopters receive paid time off for up to five appointments (up to 6.5 hours each). The second adopter can attend up to two unpaid appointments.
- Employees must provide proof of the appointment arranged by the adoption agency.
- Taking paid time off for appointments restricts the option to take paternity leave in place of adoption leave, so partners will need to allocate leave accordingly.

Adoption Leave Start Date:

- Adoption leave can start on the date the child is placed or any date within a 14-day period leading up to the expected placement.
- For international adoptions, the leave can start on the child's entry into the UK or any date within 28 days of entry.

Statutory Adoption Pay (SAP):

- **Eligibility:** To qualify for SAP, the primary or sole adopter must have at least 26 weeks of continuous service and meet the earnings threshold for National Insurance contributions.
- **Payment Structure:** SAP includes 6 weeks at the higher rate (90% of average earnings) and up to 33 weeks at the lower rate, with the remaining 13 weeks of adoption leave being unpaid.
- **Notification:** Any changes in circumstances affecting SAP eligibility must be communicated to the organisation. Failure to follow the proper notification process could result in disqualification from SAP.
- **Other Benefits:** If you do not qualify for SAP, you may be eligible for other benefits and should consult your adoption agency or Jobcentre Plus.

Keeping in Touch Days:

- The organisation will stay in reasonable contact during adoption leave for discussions on return plans, training, or developments.
- Employees can work up to 10 Keeping in Touch (KIT) days during adoption leave by mutual agreement, with pay agreed upon at the time. However, no KIT days can be worked during the first two weeks of adoption leave.
- SAP continues during KIT days.

Contractual Benefits During Adoption Leave:

- All terms and conditions of employment remain during adoption leave, except for normal pay, which is replaced by SAP if eligible.



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- Benefits like holiday entitlement and pension contributions continue during paid adoption leave but not during unpaid leave.
- Employees may discuss holiday plans with their line manager before adoption leave starts.

Right to Return:

- Employees are generally entitled to return to the same job after ordinary adoption leave on the same terms. If not possible, a suitable alternative job must be provided.
- If returning early from adoption leave, employees must give at least 8 weeks' notice. If not returning at all, contractual notice is required.
- Requests for part-time or different working hours should be made in writing at least 8 weeks before the return.

Surrogate Parents:

- Surrogate parents of children born on or after 5 April 2015 are eligible for statutory adoption leave, pay, and shared parental leave if they meet the necessary qualifying criteria.

Transfer of Adoption Leave:

- Shared Parental Leave (SPL) allows parents to share the remaining adoption leave and pay by curtailing adoption leave at a future date.
- To be eligible for SPL, both parents must meet specific requirements and provide the relevant notices and evidence.
- Parents should liaise with their respective employers when requesting SPL.

Shared Parental Leave (SPL):

SPL allows eligible parents (birth mothers, fathers, partners, or adopters) to share up to 50 weeks of leave to care for their child. It provides flexibility in how and when leave is taken, allowing both parents to split their time off in a way that works best for them.

Eligibility: Both parents must meet certain criteria:

- The primary adopter or mother must have at least 26 weeks of continuous service with their employer at the 15th week before the baby's due date or when matched with an adopted child.
- Both parents must have been employed or self-employed for 26 weeks out of the 66 weeks before the expected birth/adoption placement date.
- Both parents must meet the minimum earnings requirement during a specific period.



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- The mother/adopter must have ended or given notice to reduce any statutory maternity/adoption leave before transitioning to SPL.
- The parents must share responsibility for the care of the child.

Period of Shared Parental Leave:

- SPL can start after the mother's compulsory maternity leave, but not before. The mother can opt to convert part of her maternity/adoption leave into SPL.
- SPL can be taken in blocks, but no more than three blocks per person (each must be a full week unless otherwise agreed).
- Adoptive parents must take at least two weeks of adoption leave before SPL can begin.
- SPL must be taken within 52 weeks of the child's birth or adoption.

Notification Requirements:

- Both parents must sign a declaration confirming eligibility and provide details such as how much leave they have taken and intend to take.
- Written notice must be given at least eight weeks before the start of any SPL period.
- Employees can make up to three separate requests for leave, either as continuous or discontinuous periods.

Statutory Shared Parental Pay (ShPP):

- ShPP is paid to parents taking SPL. It is based on statutory maternity/adoption pay and is subject to eligibility requirements.
- Both parents must meet the continuity of employment and earnings requirements.
- ShPP is paid at the statutory flat rate, even if the mother returned to work early or received enhanced maternity pay.

Contact During SPL:

- The organisation will maintain reasonable contact with employees on SPL, keeping them informed on work matters and discussing plans for return.
- Employees can work up to 20 Shared Parental Leave In Touch (SPLIT) days during SPL, which will be paid at the same rate as ShPP.

Contractual Benefits During SPL:

- All employment benefits, such as holiday entitlement and pension contributions, continue during paid SPL but not during unpaid leave.



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- Employees must discuss holiday plans with their line manager before the start of SPL.

Return to Work:

- The organisation will confirm the employee's return date after SPL. Employees must return on this date unless they notify the organisation of an issue.
- If an employee does not return on the specified date, the absence will be treated as unauthorised and disciplinary action may be taken.
- Employees have the right to return to their original role unless a redundancy situation arises. If they wish to return part-time or on different hours, they must request this in writing at least eight weeks in advance.

Eligibility for Parental Bereavement Leave (PBL):

- Parents, foster parents, adoptive parents, or intended parents under surrogacy arrangements are eligible.
- A continuous four-week period of living with and having day-to-day responsibility for the child must have been in place.
- Employees are entitled to leave if they experience the loss of more than one child, with two weeks of leave available for each child.

Duration of Parental Bereavement Leave:

- Employees can take either one week or two consecutive weeks of leave, or two separate weeks of leave, within 56 weeks of the child's death or stillbirth.
- If multiple children pass away, two weeks of leave can be taken for each loss.

Requesting Leave:

- **Within the First Eight Weeks:** No formal notice is required, though the employee should inform their manager as soon as possible on the day the leave begins.
- **After Eight Weeks:** A minimum of one week's notice is required, and written confirmation may be requested for documentation purposes.
- Leave can be cancelled before it begins but cannot be cancelled once it starts.

Parental Bereavement Pay (SPBP):

- To qualify for statutory pay, the employee must meet employment and earnings criteria.
- The government's standard weekly rate or 90% of average weekly earnings (whichever is lower) applies.



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- The company provides an enhanced pay scheme offering full pay for up to two weeks of leave, as long as statutory pay criteria are met.

Return to Work:

- Employees are entitled to return to their job on the same terms and conditions.
- The company recognises that employees may need further support and may offer a phased return or additional compassionate leave as per the employee's needs.

Other Statutory Leave:

- Maternity, paternity, adoption, and shared parental leave entitlements remain intact in the event of a child's death or stillbirth.
- PBL cannot be taken at the same time as other statutory leave, but it can be taken after those leave periods, up to 56 weeks following the death or stillbirth.

Flexible Working Statement:

- The organisation values flexibility in the workforce and recognises the positive impact on efficiency, work-life balance, and employee well-being.
- Flexible working arrangements are encouraged for purposes such as childcare, caring responsibilities, and voluntary activities, but must also align with business needs.
- Flexible working is not an automatic entitlement, and the organisation will consider each request on an individual basis, taking into account both the order and nature of requests.

Eligibility:

- All employees are entitled to request flexible working from day one of employment, with the only restriction being that they cannot make another request within six months of a previous application.
- Types of flexible working include:
 - A change in working hours.
 - A change in working days.
- Any change made to the contract is permanent, unless otherwise agreed as temporary.

Procedure:

- Employees must submit a formal written request using the flexible working application form or by letter, detailing:
 - The flexibility required.

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- Previous applications (if any) and dates.
- The intended start and end dates for the change (if temporary).
- How the change may affect the business and proposed solutions.
- A meeting with the line manager and a member of the Board will take place within 28 days of receiving the application (unless approved in writing before then). The discussion will explore how best the flexible work pattern can be accommodated.
- The outcome will be communicated in writing within 14 days of the meeting, including any changes to the employee's terms and conditions, which will require the employee's acceptance in writing.

Reasons for Declining a Request:

- While the organisation strives to accommodate flexible working requests, they may be declined for reasons such as:
 - Additional costs.
 - Impact on customer demand or performance.
 - Difficulty in reorganising work or recruiting staff.
 - Insufficient work during the proposed working periods.
 - Planned structural changes.

Appeal Procedure:

- If a request is declined, the employee can appeal within five working days.
- The appeal must be submitted in writing to the Chief Executive, outlining the reasons for the appeal.
- An appeal meeting will be arranged within 14 days, and the employee has the right to be accompanied by a fellow employee.
- The decision from the appeal will be communicated in writing within 14 days.



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Equality, Diversity and Inclusion Statement

Stronsay Development Trust (hereafter referred to as SDT)

Purpose

SDT is committed to creating and sustaining a positive and inclusive working environment for our employees. Our aim is to ensure that employees are equally valued and respected and that our organisation is representative of all members of society. We define diversity as valuing everyone as an individual.

Commitment to Equality, Diversity and Inclusion

Everyone stands to benefit when we embrace and value the diversity of thoughts, ideas and ways of working that people from different backgrounds, experiences and identities bring. It helps our employees to grow and learn, improves decision-making, enhances engagement and innovation, and enables us to better meet the aims of the organisation.

To this end we have made the following commitments:

- To create an environment in which individual differences and the contribution of all team members are recognised and valued.
- To not tolerate any form of unacceptable behaviour, harassment, discrimination, bullying (including cyber bullying) or victimisation of our services to the community.
- To provide guidance and training to employees, contractors, trustees and associates on diversity, inclusion and equality of opportunity.
- To encourage anyone who feels they have been subject to or witnessed discrimination to raise their concerns with their manager or the Board.
- To make every person aware of their personal responsibility for implementing and promoting equal opportunities in their day to day dealings with people and encourage employees to treat everyone with dignity and respect.
- To regularly review all our employment practices, policies, and procedures to ensure compliance with the requirements of this statement.
- To monitor the effectiveness of our commitment to diversity and inclusion and the supporting policies and procedures and share the consultative bodies at least annually.

We require all members of our community to recognise these commitments and act in accordance with them. In addition, we will comply with all relevant legislation and good practice.



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No individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Dealing with Discrimination

Unacceptable behaviour, harassment, discrimination, bullying (including cyber bullying) or victimisation of any individual is perceived as contradictory to our aspirations for a supportive working environment and will not be tolerated. Any allegations of such behaviour will be investigated, and ultimately disciplined.

Responsibility

The Board has overall responsibility for ensuring that we operate within a framework of equality of opportunity.

The CDO has responsibility delegated to ensure that the framework of opportunity is adhered to across all operational aspects of SDT.

All employees have a duty to support and uphold the principles of our commitment to equality, diversity and inclusion and its supporting policies and procedures.

Responsibility for the review of this statement lies with the Board. This statement will be reviewed regularly and if necessary, revised in the light of legislative or organisational changes. It will be made available to the public through the [SDT website](#) and other means.



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Equality, Fairness and Diversity Policy and Procedure

Principles

SDT is committed to the 2010 Equality Act and 1998 Human Rights Act by developing an organisational culture that respects equality and human rights and welcomes and values differences in all aspects of its work. A commitment to equal opportunities and the fundamental rights of individuals is at the heart of our work.

To help us achieve this SDT has in place policies and procedures relating to staff and volunteers that are designed to uphold the rights enshrined in both the 2010 Equality Act and 1998 Human Rights Act. Employees, trustees and other volunteers are, therefore, required to comply with all policies and procedures designed to ensure respect for equality and human rights.

SDT ensures all its other policies and procedures comply with this policy.

Legislation & Compliance

Ensures adherence to the Equality Act 2010, Human Rights Act 1998, and related regulations, with a zero-tolerance approach to discrimination, harassment, and bullying.

Trustees

Oversee legal compliance, monitor policy implementation, and promote diversity within the board and meetings.

Recruitment & Selection

Job roles are reviewed for relevance, widely advertised, and include equality commitments. Flexible working and reasonable adjustments are considered.

Service Provision & Access

SDT establishes positive links with disadvantaged groups, ensures accessibility, and considers community input when shaping policies and services.

Volunteers

Treated with fairness, recruited from diverse backgrounds, and supported through induction, supervision, and reimbursement of expenses.

Training



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Staff development is encouraged, and all training aligns with equality policies. Contractors are also required to follow these standards.

Monitoring

Regular assessments and demographic analysis inform SDT's strategic planning and policy implementation.

This policy adopted: 15.4.25

Date policy to be reviewed: 15.4.25

Signed (Chair): Name:

Date:



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Data Protection

POLICY ON THE SECURE HANDLING, USE, STORAGE, RETENTION AND DESTRUCTION OF THE DISCLOSURE INFORMATION

Stronsay Development Trust (hereafter referred to as SDT)

This policy outlines the compliance with the Code of Practice under the Police Act 1997 and the Protection of Vulnerable Groups (Scotland) Act 2007 regarding the handling of disclosure information from Disclosure Scotland.

Legal Compliance

Adheres to the 1997, 2007, and Data Protection Act 2018 in handling, storing, retaining and destroying disclosure information.

Usage

Disclosure information is used only for its intended purpose and shared only with written consent.

Handling & Storage

Information is stored securely in **lockable, non-portable containers**, with restricted access to authorised personnel.

Retention & Disposal

Kept only as long as necessary, with records of key details maintained but no paper or electronic copies. Secure disposal is ensured.

Umbrella Bodies

If acting on behalf of another organisation, compliance with legal requirements is verified, and guidance provided if needed.

1 The Serious Organised Crime and Police Act 2005 ("the 2005 Act") schedule 14, paragraph 12 amended section 124

This policy adopted: 15.4.24



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The Code, issued by Scottish Ministers under the Police Act 1997, outlines the obligations for registered bodies, counter signatories, and recipients of disclosure information under the 1997 and 2007 Acts.

Legal Compliance

Compliance with the 1997 and 2007 Acts, as well as the Data Protection Act 2018. Disclosure information is handled, stored, and disposed of securely. The policy is available upon request.

Usage

Disclosure information is only used for its intended purpose. It is not shared with third parties unless explicit written consent is given.

Handling

It is a criminal offence to disclose information to unauthorised persons. Only authorised individuals may access disclosure information in the course of their duties.

Access and Storage

Disclosure information is not kept in personnel files but in secure, non-portable, lockable storage. Access is strictly limited to authorised individuals.

Retention

Information is kept only as long as necessary. For the 1997 Act: Retained until a decision is made, allowing time for disputes. For the 2007 Act: Retained until the individual stops regulated work. No copies of disclosure documents are kept, but key details (date of issue, name, disclosure type, reference number, and decision) are recorded securely.

Disposal



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Disclosure information is securely destroyed (e.g. shredding, pulping, burning). It is not stored in insecure locations before destruction.

Umbrella Bodies

Before acting on behalf of other organisations, steps are taken to ensure compliance with the Code and relevant legislation. Organisations using the service must handle disclosure information securely and have their own written policies, which may be provided by us if needed.



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Safeguarding and Child Protection Procedures

What is the meaning of Safeguarding children and vulnerable adults?

Safeguarding children and vulnerable adults refers to the process of protecting individuals who may be at risk of harm, abuse, or exploitation due to their age, disability, or other factors that make them particularly vulnerable. This concept is rooted in recognising the need to ensure the well-being and safety of those who cannot protect themselves adequately.

In the context of children, Safeguarding involves creating an environment that promotes their welfare and protects them from maltreatment. This can include various forms of abuse, such as physical, emotional, or sexual abuse, as well as neglect. The aim is to provide a secure and nurturing environment that allows children to grow and develop in a healthy and safe manner.

Vulnerable adults, on the other hand, may include individuals who are elderly, disabled, or otherwise unable to protect themselves from harm or exploitation. Safeguarding in this context involves measures to prevent abuse, neglect, or exploitation and to ensure that vulnerable adults receive the support and care they need to maintain their well-being and dignity.

Key components of Safeguarding include:

- a) Prevention
- b) Protection
- c) Partnership
- d) Empowerment
- e) Accountability

What are the 5Rs of Safeguarding?

Recognise, respond, report, record, refer.

1. Recognise

Recognition is the first crucial step in Safeguarding. It involves being able to identify signs and indicators of potential harm, abuse, or neglect. Professionals and individuals involved in

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the care of children or vulnerable adults must be trained to recognise various forms of abuse, whether it's physical, emotional, sexual, or neglect.

Recognising signs may involve observing changes in behaviour, physical appearance, or communication patterns. Training and awareness campaigns are essential to ensure that those in contact with at-risk individuals can identify potential risks and act promptly.

2. Respond

Once signs of harm or abuse are recognised, the next step is to respond appropriately. Responding involves taking immediate action to ensure the safety and well-being of the individual at risk. This might include providing support, removing the person from a harmful situation, or contacting relevant authorities and professionals. The response should be tailored to the specific situation and the needs of the individual, with a focus on minimising further harm and promoting their welfare.

3. Report

Reporting is a critical aspect of Safeguarding. Professionals, caregivers, and individuals who suspect or witness abuse must report their concerns to the appropriate authorities. This may involve contacting local Safeguarding teams, social services, or the police, depending on the severity and nature of the situation.

Timely and accurate reporting ensures that intervention can occur swiftly, potentially preventing further harm. It is essential to follow established reporting procedures and guidelines to ensure that information is communicated effectively and reaches the appropriate channels.

4. Record

Recording information is vital for maintaining a clear and comprehensive account of Safeguarding concerns and actions taken. Professionals involved in the care of children or vulnerable adults should keep detailed records of their observations, assessments, and any steps taken in response to Safeguarding concerns.

Accurate and well-maintained records not only contribute to the effective management of individual cases but also serve as crucial documentation in any subsequent investigations or legal proceedings. Privacy and confidentiality must be maintained while adhering to relevant data protection laws and policies.

5. Refer

Referring involves making appropriate arrangements for further support, investigation, or



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intervention by referring the case to relevant agencies or professionals. This step ensures that the necessary expertise and resources are brought in to address the safeguarding concerns effectively.

Referrals may be made to social services, health professionals, law enforcement, or other appropriate organisations, depending on the nature and severity of the issues identified. Clear communication and collaboration are key to facilitating a seamless transition between the reporting and referral stages of the safeguarding process.

Stronsay Development Trust Child Protection Procedure

If a child is in immediate danger, call the police on 999.

If a concern is not urgent:

- contact your nominated child protection lead if you are part of an organisation.

Stronsay term time designated Safeguard Lead:

Petra McLay (Headteacher)

Schoolhouse

01857 616 246 (school)

Out of term time:

OIC Children and Families Duty Social Worker

Monday to Friday (9am - 5pm) - Telephone: 01856873535.

Out of Hours – Telephone: 01856 888000.

CFSW@orkney.gov.uk

Or

Balfour Switchboard

01856 888000

- contact your local child protection service if you work for yourself and are your own nominated child protection lead.
- **OIC Children and Families Duty Social Worker**

Monday to Friday (9am - 5pm) - Telephone: 01856873535.

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Handling a Disclosure?

What is a disclosure?

A disclosure is when a child tells you something that has affected them, for example about instances of abuse. This could include concerns involving other children or adults.

Some things that may be shared with you include self-harm and physical, sexual or emotional abuse, or you may notice signs of neglect.

Do:

- **Listen** carefully and trust that what's being said is correct.
- **Reflect** back key phrases of what's been said, to check your understanding.
- **Offer immediate support** and reassurance. Do not promise to keep it a secret.
- **Record a factual account** of the conversation immediately, using the person's actual words wherever possible. Sign, date, and keep the record safe.
- **Share** the report with your designated Safeguard Lead.
- **Ask open questions** to clarify what specifically is being disclosed. And check whether they have any concerns about this being shared to steps can be taken to mitigate any ongoing risks.

Don't:

- Tell the person you **can keep it a secret**. Do explain that you may need to pass the information on to keep them, or other people, safe.
- Panic, overreact, be judgemental or make assumptions.
- **Investigate**, repeatedly question or ask the individual to repeat the disclosure.
- Discuss the disclosure with people who don't need to know.

This policy adopted: 15.4.24

Date policy to be reviewed: 15.4.25



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Safeguarding Policy

Stronsay Development Trust (hereafter referred to as SDT)

The SDT Safeguarding Policy is designed to ensure the welfare and protection of all children and young people involved in its activities. It applies to all staff, volunteers, and representatives of SDT.

Key Principles

- The welfare of children is the highest priority.
- All children, regardless of background or characteristics, have an equal right to protection.
- Some children may be more vulnerable and require additional safeguards.
- Collaboration with parents, carers, and relevant agencies is crucial for safeguarding.

Commitments to Keeping Children Safe

- Listening to and respecting children.
- Adopting safeguarding best practices, policies, and codes of conduct.
- Implementing an effective online safety policy.
- Providing training, supervision, and support for staff and volunteers.
- Handling and storing information securely, in line with data protection laws.
- Sharing safeguarding information with children, families and relevant agencies.
- Establishing procedures for reporting concerns, managing allegations, and addressing bullying.
- Ensuring a safe physical environment and fostering a culture of respect and openness.
- Conducting safe recruitment and background checks for all staff and volunteers.

Legal framework



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This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Scotland:

- The Scottish Government [statutory guidance on children's services planning](#)
- [Scotland is Getting it right for every child \(GIRFEC\)](#) (Scottish Government, 2022a).
- [National guidance for child protection in Scotland](#) (Scottish Government, 2023a).
- [Children and Young People \(Scotland\) Act 2014](#)
- [National guidance for child protection in Scotland](#)

Contact details

- **Stronsay term time designated Safeguard Lead:**

Petra McLay (Headteacher)

Schoolhouse

01857 616 246 (school)

- **Out of term time:**

OIC Children and Families Duty Social Worker

Monday to Friday (9am - 5pm) - Telephone: 01856873535.

Out of Hours – Telephone: 01856 888000.

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Or

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01856 888000

Declaration

We are fully committed to safeguarding the welfare of all children and young people involved in SDT. This policy will be widely promoted and is mandatory for everyone involved in SDT.

This policy adopted: 15.4.24

Date policy to be reviewed: 15.4.25



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Whistleblowing Policy and Procedure

Stronsay Development Trust (hereafter called SDT)

Policy Overview

SDT promotes a transparent and open culture, encouraging honest communication to reduce risks and ensure organisational success. This policy provides a confidential process for staff, trustees, and volunteers to raise concerns about serious issues within SDT.

Scope of the Policy

Employees or volunteers can report concerns if they believe in good faith that any of the following has occurred or may occur:

- A criminal offence
- Failure to comply with legal obligations
- A miscarriage of justice
- Endangerment of health and safety
- Risk to the welfare of a child or vulnerable adult
- Environmental damage
- Deliberate concealment of any of the above

This policy is for reporting malpractice, unlawful, or unsafe activities within SDT. It is separate from grievance or complaints procedures, which should be used for personal employment or volunteering concerns.

Reporting a Concern

- Employees or volunteers should report concerns to the designated **trustee whistleblowing champion**.



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- If uncomfortable doing so, they may report to the **Chair of Trustees** or another Board member confidentially. .
- Investigations may follow, and whistleblowers may need to provide evidence or attend hearings. They will receive full support throughout the process.

Protection for Whistleblowers

- Whistleblowers must not face **detrimental treatment** for reporting concerns. If they do, they should inform the Chair of Trustees.
- Individuals accused of retaliation will face **disciplinary action** and could be held personally liable in an employment tribunal.
- False or malicious disclosures made in bad faith could result in **disciplinary action, including dismissal**.

This policy adopted: 15.4.24

Date policy to be reviewed: 15.4.25

Lone Working Policy

Stronsay Development Trust (hereafter referred to as SDT or 'The Trust')

Introduction

Lone working refers to employees working alone without a colleague present. This policy applies to staff working at locations such as Woods Yard, the Heritage Centre, or out in the community, sometimes outside regular working hours.

While lone working is not specifically legislated, it is governed by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. The Stronsay Development Trust acknowledges the increased risks to employee health and safety in lone working situations and is committed to ensuring the welfare of lone workers.

Scope of the Policy

The policy applies to all SDT employees, including temporary and agency workers, and volunteers. It covers staff working alone in various locations, travelling alone, or handling cash/equipment.

Responsibilities

- **SDT** will ensure the risks associated with lone working are identified and controlled, cooperate with third parties, allocate resources, and review the policy regularly.
- **A Health and Safety Competent Person** will provide advice, training, and monitor the policy's effectiveness.



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- **Line Managers** will ensure risk assessments are carried out, control measures are implemented, and employees are trained. They will also arrange emergency contacts for lone workers.
- **Employees and Workers** are responsible for ensuring their tasks are suitable for lone working, understanding control measures, and reporting incidents or hazards.

Implementation

- **Risk Assessments** will identify hazards such as violence, machinery use, accidents, and working in remote areas, particularly outside regular hours.
- **Control Measures** will be put in place where necessary to mitigate risks, and records will be kept.
- Employees must report any safety concerns or incidents to their line manager or health and safety competent person.

Monitoring & Review

The policy's effectiveness will be monitored by the health and safety competent person based on feedback from employees and line managers.

The policy will be reviewed annually or after significant incidents.

This policy ensures a systematic approach to managing the risks associated with lone working, protecting employees, and ensuring their health and safety.

Company Property Policy

Equipment

All equipment which the company provides for use by employees is the company's property and employees must use such property responsibly. The equipment is provided for use in conducting the company's business, but limited, reasonable and responsible use of the company's telephone, computer or other equipment for personal purposes is permitted. The company may control and monitor such use, as set out in the internet and e-mail acceptable use policy.

Theft or Misuse of Property

Theft or misuse of any of the company's property or personal property of other employees may lead to disciplinary action under the company's Disciplinary Policy and Procedure, up to and including termination of employment. Such conduct may also result in criminal prosecution.

Employee Obligations

Employees must NOT:

- Leave equipment in places where they could be stolen;
- and



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- Leave equipment in an unattended vehicle.

This policy shall be reviewed annually

This policy was last updated 31/03/09

Alcohol Policy

Introduction

Alcohol misuse in the workplace can lead to safety risks, accidents, absenteeism, and reduced efficiency. Employees who drink excessively may pose a danger to themselves and their colleagues.

Aims of the Policy

The company aims to:

- **Promote responsible drinking** by encouraging sensible habits and educating employees on the harmful effects of alcohol.
- **Minimise alcohol-related issues** at work, such as accidents, and promote employees' health and well-being.
- **Offer assistance** to employees by identifying alcohol-related problems early and encouraging them to seek help. Employees with ongoing issues will be referred to appropriate agencies for support.

Prohibition of Alcohol Consumption



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- Alcohol must not be consumed on company premises during working hours or at lunch.
- Employees must not drink if required to drive company vehicles, while on call, or on standby.
- At company events, employees should drink in moderation and ensure they are within legal driving limits.

Advice and Counselling

- The company will approach alcohol-related issues constructively, providing guidance and support for employees struggling with alcohol dependency.
- Discussions and records about an employee's alcohol issues will remain confidential unless the employee consents to sharing.

Alcohol-Related Misconduct

- The policy is separate from the disciplinary procedure but misconduct due to alcohol use (e.g. being under the influence at work) will lead to disciplinary action.
- Intoxication at work is considered gross misconduct, which may lead to summary dismissal.
- Employees who refuse to help or relapse into alcohol-related misconduct may face disciplinary action.

Alcohol Screening

- The company may conduct random alcohol screenings for employees in safety-critical roles.
- Positive test results or refusal to take a test without valid reason will be treated as gross misconduct, potentially leading to dismissal.

Training

- New employees will be provided with the policy, informed about alcohol misuse, and encouraged to report any issues without colluding with colleagues.

This policy shall be reviewed annually
This policy was last updated 31/03/09



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Communication Policy

Purpose

The policy aims to establish clear, efficient, and consistent communication channels within the Stronsay Development Trust (SDT), ensuring all team members - Board of Trustees, the CDO, and employees - are informed, engaged, and aligned with the organisation's mission and goals.

Principles

- **Transparency:** Encourages open and honest communication to build trust.
- **Respect:** Communications should be considerate of diversity and inclusivity.
- **Efficiency:** Communication must be concise and relevant to avoid overload
- **Privacy:** Sensitive information must be shared only with those who need to know.

Communication Channels



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- **Email:** Main channel for formal communications, including updates and policy changes.
- **Meetings:** Regular meetings (e.g. weekly and monthly) for updates and strategic discussions.
- **Instant Messaging:** Used for daily enquiries and informal communication, including platforms like Facebook Messenger and WhatsApp.
- **Feedback Mechanism:** A digital and physical anonymous box for suggestions and concerns, accessible only by the Board.

Communication Responsibilities

- **Board of Trustees:** Communicates strategic direction and policy changes, reviews weekly and monthly reports from the CDO.
- **CDO:** Acts as the liaison between the Board and employees, handling operational communication and task delegation.
- **Employees:** Report on task progress, challenges, and feedback to the CDO.

Meeting Protocols

- Meetings should be scheduled at least one week in advance with an agenda, and minutes must be shared within 48 hours.
- Active participation is encouraged from all members, and confidentiality must be maintained.

Handling Post

- Post should be opened by two individuals, one being a Board Director, with documentation and processing according to procedures. The Wellbeing Coordinator handles their own post confidentially.
- Personal correspondence should not be sent to the SDT's registered office .

Responsible IT Use

- **Board Access to IT Systems:** Trustees can access organisational information for fulfilling their duties, ensuring adherence to confidentiality and data protection policies.
- **Email Usage:** Company emails are for SDT business; personal emails should be limited. Sensitive information should be protected, and inappropriate language is prohibited.
- **Security and Compliance:** Employees must take care when handling emails, especially suspicious ones, and comply with laws and company policies.

Monitoring and Compliance

- SDT reserves the right to monitor IT devices and email accounts to ensure compliance, and violations may lead to disciplinary action.



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Return of IT Assets

- Upon termination or suspension, all SDT data and IT assets must be returned to the Board of Directors.

Communication Policy April 2024
This policy was adopted: 15.4.24
Date policy to be reviewed: 15.4.25

Signed (Chair):

Name:

Date:

Staff Supervision and Appraisal Policy

Stronsay Development Trust (hereafter called SDT)

Principles

- SDT ensures all paid staff receive effective supervision and appraisal as vital elements for the safe management of the organisation.
- Trustees have a duty of care to staff, and supervision supports monitoring workload, motivation, and progress.
- Good supervision is linked to job satisfaction, organisational commitment, and staff retention.



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Key Functions of Supervision

- Support staff in achieving organisational goals and charitable objectives.
- Provide a space to reflect on the impact of decisions on children and families.
- Ensure staff have the skills, knowledge, and resources to perform their roles.
- Clarify role expectations, standards, and boundaries.
- Monitor legislative processes and their practical application.
- Support understanding and implementation of policies and procedures.
- Guide workload management and personal development.

Supervision Process

- The **CDO** and employees with line management duties receive supervision from a nominated trustee.
- Trustees oversee the supervision and accountability of the CDO.
- The CDO or designated line manager supervises all other staff, with formal records kept and copies maintained by both parties.

6-Monthly Appraisals

- The appraisal system allows staff and their line managers to review progress and set future goals, contributing to personal development and job satisfaction.

Key Functions of the Appraisal

- Promote understanding between employees, line managers, and trustees.
- Review performance over the past year and identify factors affecting performance.
- Identify development needs, training, and other support.
- Set objectives and targets for the upcoming year .
- Review forms are sent to employees before the review date, and formal records are kept and shared.

Supervision and Appraisal Time Frame Summary

	Supervision during probationary period	Supervision post probation period	Appraisal



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All staff	Every 4 weeks	As agreed/ negotiated with the board of trustees but at least 3 months	New employees: appraisal after 6 months then every 6 months
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This policy was adopted: 15.4.24
Date policy to be reviewed: 15.4.25

Signed (Chair):
Name:
Date:

Performance and Development Pro forma

Employee's name:	
Job title:	



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Date of engagement:	
Manager:	
Date of meeting:	
Current performance	
Objective/competence 1: This section should be used to record discussion on the key areas of the job, and include a summary of achievement against the objectives that have been previously agreed.	
Objective/competence 2:	
Objective/competence 3:	
Development summary: This section should be used to record any areas of the employee's work where further training and support is required, and any areas where performance is particularly strong and should be developed further.	
Development and training This section should list specific requirements for any training or development. These activities are not restricted to training courses, and may include attachments, projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviour required in the employee's work or to develop him/her further.	
Career planning This section should record any areas of the department or Company in which the employee has expressed a specific interest.	
Other areas of discussion This section should record any other points raised at the appraisal meeting.	



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Assessment Level This is based on performance over the year against objectives achieved	
Outstanding performance (Objectives exceeded and competencies more than fully demonstrated)	
Standard performance (Objectives met and competencies fully demonstrated at required levels)	
Less than standard performance with development needs (Most objectives met but development required to fully meet all objectives)	
Unsatisfactory performance (Performance unacceptable; objectives not met and competencies not demonstrated)	
Employee's signature:	
Appraiser's signature:	
Date:	
Reviewing manager's signature:	



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Date:	
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One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.



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Stronsay Development Trust, a registered charity, aims to maximise its limited resources in fulfilling its charitable objectives. Its procurement policy focuses on acquiring goods, services, and works from third parties while adhering to principles of good practice, fairness, transparency, value for money, ethical conduct and environmental consideration.

Aims of the Policy

- Ensuring value for money
- Paying suppliers on time
- Upholding ethical standards
- Complying with legal requirements, with contracts being fair and non-discriminatory
- Minimising environmental impacts and favouring sustainable sourcing where possible, within budget
- Supporting local suppliers when feasible

Procurement activities range from routine purchases to formal tenders and complex contracts like building works. The policy excludes land or building acquisitions.

Staff are responsible for maintaining honesty, integrity, and impartiality in procurement decisions, ensuring compliance with relevant policies, striving for value for money, and respecting confidentiality. Staff must declare any personal conflicts of interest and handle business relationships with professionalism and transparency.

Stronsay Development Trust Expected procurement value

	Value	Action required
1	1000 and under	Minimum of 1 quote
2	1000 - 5000	Minimum of 2 written quotes (if available)
3	5000 – 10,000	Minimum of 3 written quotes (unless for consultancy and if available)
4	10,000 and above	Formal tender required which is published online and circulated widely.

When purchasing supplies or services, obtaining at least one additional quote is recommended, even for amounts under £1000, to ensure best value. For consultancy and research, a formal tender process is required. The Board may waive the minimum quote requirement if a specialist item or service cannot attract more than one quote within a reasonable time.

Procurement Procedures

Obtaining Quotations (1-3):



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- Specify the product or service.
- Identify potential suppliers.
- Request quotations from shortlisted suppliers.
- Evaluate quotes based on the specification.
- Select the supplier considering cost and quality.

Tender Process (4):

- Agree on the specification and supplier requirements, including quality.
- Advertise widely, allowing at least 3 weeks for responses.
- Evaluate responses by a panel of at least two people.
- Shortlist if necessary, and invite suppliers for interviews/ presentations.

For specific products or services, a quote may suffice, but for consultancy or high-value services, supplier interviews or presentations are advisable. References should be checked, and suppliers should have Equality and Sustainability policies. The contract should be awarded after legal review.

Any deviation from these procedures must be authorised by the Board.



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Grievance Policy

Stronsay Development Trust (hereafter called SDT)

Policy Statement

SDT promotes a transparent culture in its interactions with employees, aiming to provide an accessible and trustworthy grievance procedure for addressing workplace concerns in a fair and friendly manner.

Procedure

- **Informal Resolution:** If you have a grievance, start by discussing it with your manager to try and resolve the issue informally.
- **Formal Grievance:** For serious issues or if you want to raise it formally, submit a written grievance to your manager, sticking to the facts and avoiding offensive language. If the grievance is against your manager, raise it with the SDT Board Chair or a trustee with HR responsibilities.
- **Grievance Hearing:** Your manager will meet you within 5 working days to discuss the grievance. You may have a colleague, trade union representative, or independent person accompany you. The decision will be provided in writing, usually within 24 hours, unless more information is needed.
- **Appeal:** If dissatisfied with the decision, you can appeal by informing your manager. The appeal will be heard by the SDT Board Chair, trustee with HR responsibilities (if applicable), and an external HR specialist. The appeal meeting will take place within 5 working days, and the decision will be provided within 5 working days. The decision made by the SDT Board Chair is final.

This policy was adopted: 15.4.24

Date policy to be reviewed: 15.4.25

Signed (Chair):

Name:

Date:



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Employee Disciplinary Procedure

Stronsay Development Trust (hereafter referred to as SDT)

Policy Statement

The procedure ensures disciplinary matters are handled fairly, consistently, and in line with ACAS guidelines, applying to all SDT employees.

Scope

It covers disciplinary actions for employee *misconduct* (unacceptable behaviour) and *capability* (performance issues).

Procedure

Informal Resolution: Minor issues should be addressed informally through a private conversation between the employee and manager, with a plan for improvement. A brief record should be kept.

Formal Disciplinary Procedure: If the issue persists or is serious, a formal process begins.

Investigation: An impartial investigation will gather all relevant facts, including interviews and evidence. The employee will be informed of the investigation's purpose.

Notification of Disciplinary Hearing: If the investigation finds a case to answer, the employee is notified in writing with details of the allegations, hearing schedule, and the right to be accompanied by a colleague or trade union representative. They'll have at least 5 working days to prepare.

Disciplinary Hearing: A manager not involved in the investigation will conduct the hearing, with a HR representative if needed. The employee can present their case and any mitigating factors. The hearing may be adjourned for further investigation.

Decision: Possible outcomes include no action, warnings, or dismissal. The employee is informed in writing, with the right to appeal.

Appeal: Employees can appeal within 7 working days, specifying grounds like procedural flaws or unfairness. An appeal hearing is held, and the decision is communicated within 10 working days. The appeal decision is final.

Records: All disciplinary records are kept confidential and securely stored by HR.



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Confidentiality Policy

Stronsay Development Trust (hereafter referred to as SDT)

Policy Statement

The policy aims to protect service users, staff, and volunteers, ensuring confidence in the organisation and compliance with the Data Protection Act 2018. It sets out guidelines for confidentiality and data protection within SDT. The policy covers confidential information regarding staff, volunteers, and service users. It asserts that such information should only be shared with permission or for legitimate reasons. There are exceptional circumstances where information may need to be disclosed.

Procedures

- **Storage and Disposal of Information**
Personal/ sensitive information should be securely stored and only kept if necessary for service delivery. Staff must shred paper records and delete electronic files when no longer needed.
- **Access to Information**
SDT follows the Data Protection Act 2018 and has an Open Access Policy allowing service users and staff access to information held about them. Information is shared only if directly relevant to service provision, and personal information is kept private.
- **Personnel Files**
Personnel files are confidential, with access limited to the Board Chair and the individual staff member. Access to certain files may be granted under specific circumstances.
- **Telephone Calls and Letters**
Mail is opened according to SDT's postal policy, except for sensitive items handled by the Wellbeing Coordinator. Private phone call areas are provided for staff in open-plan offices.
- **Breaking Confidentiality**
Staff must maintain confidentiality, and breaches will be treated as disciplinary matters. Action may include dismissal.

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- Breaches of Confidentiality
 In certain cases, staff may need to breach confidentiality for safety reasons or legal obligations. The worker must consult their Line Manager, who will decide whether to breach confidentiality after consulting the Chair/ Vice Chair of the Executive Committee.
- Disclosure in Exceptional Circumstances
 In cases where a service user, staff members, or third party is at risk, information may be disclosed without prior consent. Staff should consult with their Line Manager in such situations.
- Destroying Information
 Information will be reviewed annually to ensure it is necessary for retention or should be destroyed. Written material should be shredded. External memory devices should be erased.

Record	Statutory Retention Period
Accident reports	3 years after date of entry
Payroll records	4 years after tax year they relate to
Statutory maternity, adoption, paternity, pension, redundancy records	6 years after tax year they relate to
Sick pay records	3 years from the tax year they relate to
Working time and time sheets	3 years from the tax year they relate to
Health and safety records of consultations	permanent
Disciplinary records	6 years
Senior executive and directors records	permanent
Minutes of Board meetings	permanent
Bank statements	6 years



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Company accounts and audited accounts	permanent
Invoice reconciliation	6 years
Grant awards	6 years

Expenses Policy and Business Travel

Stronsay Development Trust (hereafter referred to as SDT)

Policy Statement

SDT's business travel and expense policy ensures employee safety while controlling costs and minimising environmental impact. Employees are expected to be prudent in managing expenses, as all funding comes from donations and supporters. The policy aims to encourage responsible travel choices and reduce the environmental footprint of business activities.

Expenses

SDT reimburses authorised, necessary expenses with proper documentation. Reimbursement is not provided for unreasonable or unnecessary expenses. Any purchases over £100 for equipment must be approved by the line manager in advance. Only authorised and receipted out-of-pocket expenses are reimbursed; no additional payments or honorariums are permitted.

Cut Off/ Payment Dates:

Expenses should be claimed within one month of travel. Claims received after three months will not be reimbursed. Employees must submit their expense reports to the Chair of the Board by the 24th of each month for approval at the Board meeting and payment the following month.

Mileage

Employees can claim mileage at 40p per mile for the first 10,000 miles and 25p per mile thereafter, following HMRC guidelines. The employee must have valid insurance covering business use. For long-distance journeys, the equivalent rail fare may be reimbursed. Business-related travel claims exclude normal commuting between home and work.

Business Journeys

Business journeys include travel between workplaces or to temporary work locations. Travel between home and a permanent workplace or private journeys are not reimbursable. Claims must reflect the distance travelled beyond the employee's regular commute.



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Other Travel

Travel-related expenses, such as accommodation and subsistence, will be reimbursed within pre-agreed limits. Receipts are required, and lost receipts must be replaced with duplicates or alternative proof.

Accommodation

Accommodation costs up to £60 per night are reimbursed for business trips that require overnight stays. SDT may pre-book accommodation in certain circumstances, such as long trips or extended working hours. Exceptional accommodation costs may be covered if advised by the police.

Parking

Parking fees for business-related travel will be reimbursed, with a maximum limit of £6 per day, provided receipts are submitted.



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Registered Office: Unit 1, Woods Yard, Whitehall Village, Stronsay, Orkney, KW17 2AR

Social Media Policy

Stronsay Development Trust (hereafter referred to as SDT)

Policy Statement

This policy ensures employees understand the expectations surrounding social media use, aiming to protect the reputation and legal standing of SDT.

Scope

It applies to all forms of social media, including blogs, forums, and platforms like LinkedIn, Twitter, Facebook, Instagram, and future sites.

Guidelines

- **Professional Conduct:** Employees must maintain professionalism and respect on social media, following workplace standards.
- **Confidentiality:** Employees must not share confidential or proprietary information about SDT, its clients, or staff.
- **Identity:** Employees must clarify that their personal views on social media do not represent SDT, or identify themselves when discussing SDT matters.
- **Respect Copyright:** Only share content you have permission to use, crediting the original source.
- **Engagement:** Avoid engaging in public arguments about SDT; direct complaints to the Board.
- **Compliance with Legislation:** Adhere to all applicable laws regarding privacy, data protection, and intellectual property.
- **Endorsements:** Do not use SDT's name to endorse products, services, or causes without Board approval.

Reporting

Report any threats or defamatory content about SDT on social media to the Board Chair immediately.



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Administration

At least one current Board Director must be an administrator of SDT's social media accounts. When a Director resigns or an employee leaves, they will be removed from social media administration.

Violations

Violations of this policy may result in disciplinary action, including termination, and could lead to personal legal liability for actions that breach the law.

This policy adopted: 15.4.24

Date policy to be reviewed: 15.4.25

Signed (Chair):

Name:

Date: