



Barnardo's Welcome Pack

Contents

This welcome pack applies to agency workers, self-employed consultants and/or contractors. For the purposes of this pack and where referenced, the term ‘worker’ or ‘staff’ shall include agency workers, self-employed consultants and/or contractors and should be taken as applicable without inferring employment rights.

Within this pack you will find the following documents which you are required to read and understand before joining Barnardo’s or where this is not possible, on your first day. Once completed, please read and sign the Declaration, and return it to your Registering Consultant or to your Barnardo’s manager. Should you have any queries or require further clarification on any of the information contained within this pack, please speak to your Barnardo’s manager.

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Welcome to Barnardo's

At Barnardo's, we protect, support and nurture the UK's most vulnerable children. We help hundreds of thousands of children, young people, parents and carers via our 800+ services across the UK.

We help children through the trauma of sexual abuse and exploitation, provide support for young people in care and when they leave the care system and we give children caring for a loved one the help and support they deserve. And that's not all.

Our specialist workers support families through domestic abuse, mental health problems, prison sentences, asylum seeking and much more.

We also amplify the voices of young people to influence Government on the issues that affect their lives, fighting their corner and making sure their voices are heard.

The scale of what we do may be big and complex, but our aim is simple – to provide the best outcome for every child, no matter who they are or what they have been through.

You will find a variety of information about Barnardo's and what we do on our website www.barnardos.org.uk



Our Basis and Values

Barnardo's derives its inspiration and values from the Christian faith. These values, enriched and shared by many people of other faiths and of no religious faith, provide the basis of our work with children and young people, their families and communities.

We work in a multi-cultural society and are proud of our roots. We value the contributions of everyone who works or volunteers for Barnardo's – whether directly with children, young people and their families, or in areas such as fundraising, retail, administration and support services.

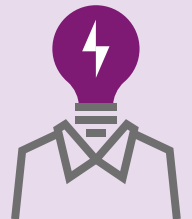
Respecting the unique worth of every person

We believe that every person is different but equal, and that everyone's unique talent should be recognised and encouraged.



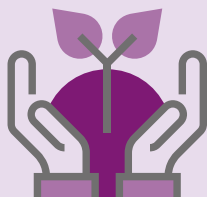
Encouraging people to fulfil their potential

We all need encouragement at some time in life. Barnardo's aims to create opportunities for people to make the most of their abilities.



Working with hope

Our hope for a better future for all children is the source of much of our inspiration.



Exercising responsible stewardship

The commitment of our staff and volunteers to making the best use of all our resources enables us to help children, young people and their families across the UK.



Together, our Basis and Values help us to give every child the chance to fulfil their potential.



Barnardo's Commitment to Tackling Racism

Our Promise

In 2020 Barnardo's made a promise which sets out our intent to stand up and be counted as an anti-racist organisation. Three core commitments have been developed and published which outline how we intend to achieve this:



Since then work has been going on to ensure the success of our promise through the delivery of our commitments.

To find out more information about our commitments and how we intend to achieve them go to

www.barnardos.org.uk/barnardos-commitment-tackling-racism



Equality, diversity and inclusion code of conduct for staff and volunteers

Barnardo's Equality, Diversity and Inclusion (EDI) Code of Conduct sets out the EDI responsibilities of all staff and volunteers and explains the implications of not following the Code.

Please ensure that you have read the EDI Code of Conduct and you fully understand its content. If you are not clear or require clarification please get in touch with your Barnardo's manager.

To download the
EDI Code of Conduct

Click here



Safeguarding Code of Conduct For staff, workers and volunteers

In its simplest form, 'safeguarding' can be defined as 'keeping children, young people and adults at risk, safe from harm'.



Barnardo's Safeguarding Code of Conduct supports staff and volunteers by making clear what is expected of them in terms of their conduct and behaviour; it assists them to raise concerns without fear of recrimination and reduces the risk of misplaced or malicious

allegations being made against them. Please ensure that you read the Safeguarding Code of Conduct and fully understand its content. If there is any aspect that you are not clear on or require clarification, please contact your Barnardo's manager.

The Safeguarding Code of Conduct:

Makes clear what is required of all staff, workers and volunteers

Supports staff, workers and volunteers in meeting their obligations

Enables staff, workers and volunteers to raise concerns without fear of recrimination

Reduces the risk of misplaced or malicious allegations by clarifying responsibilities

To download the **Safeguarding Code of Conduct**

[Click here](#)



How we manage Health & Safety in Barnardo's

Barnardo's commitment, approach and arrangements in regard to how we manage health and safety is set out in our health and safety policy statement.

Your health and safety responsibilities

The health and safety duties of a worker, whether they are a Barnardo's paid member of staff, a volunteer, an employee seconded from another employer, or other person at work, include:

- Taking reasonable care of their own health, safety and welfare and that of others who may be affected by what they do or do not do.
- Co-operating with Barnardo's on health and safety to ensure there is compliance with any legal or local health, safety or welfare at work requirement.
- Correctly using work items provided by Barnardo's, including personal protective equipment, tools and IT equipment, in accordance with training, instructions or information provided.
- Not interfering with or misusing, either intentionally or recklessly, anything provided for health, safety or welfare.
- Where they have been delegated a special health and safety task by their manager, performing it to an acceptable standard, and notifying the manager in the event of them experiencing any difficulty in carrying out that task.



Fire precautions

All staff are required to make themselves aware of the fire precautions, and also to make themselves available for fire drills or fire training which may be arranged in the interests not only of themselves but also of service users and their colleagues. Any worker who believes that they may need additional assistance to either be made aware that there is a fire or assistance in evacuating the building they are in must bring this to the attention of their manager and the person in charge of the fire arrangements for their building. A Personal Emergency Evacuation Plan (PEEP) will then be produced to support that individual. Equipment with naked flames including portable gas appliances, space heaters, camping stoves, BBQs, blow lamps, oil lamps, candles etc. must not be used in any premises controlled by Barnardo's without permission or risk assessments.

To download the **Health and Safety Group Safety Policy Statement**

Click here



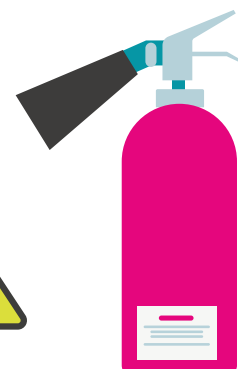
For information on all matters relating to **Health & Safety Policies**

Click here



and

Click here



Information Security and Data Protection

As you begin your journey with Microsoft 365, here are a few things to consider and some hints and tips to get you started.

The approach to security and data management does not change between systems and Microsoft uses the latest security technology to ensure compliance and information security standards are met. It's essential that you understand your responsibilities for looking after information.

How you can work within the compliance framework has not changed with the new technology, but in some cases, it's good to understand how the new tools support us with this.

Confidentiality, Integrity & Availability (CIA)

We would like to share with you the security principles that are viewed as the primary goal and objective of a secure infrastructure.

When it comes to managing data in our systems, whether it's Microsoft 365, Content Server or any other system these are the principles apply:

- Confidentiality means that authorised people who need to see data, work with it, and those who are not authorized can't see or to be aware of them.
- Integrity means we protect data from being manipulated by an unauthorised party, whether it's at rest or in transit.
- Availability means ensuring that data is available to those who are authorised to see and work with it.

Data Classifications

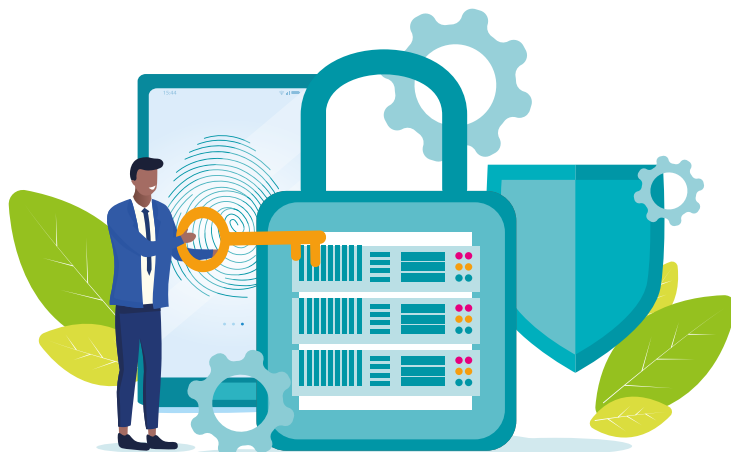
When we are saving or sharing documents we need to consider the sensitivity of the information; who needs to see it and what protection we need to consider when sharing. As outlined in our Data Protection Policy.

Sharing Information

Barnardo's has an obligation to safeguard its staff, supporters and service users. Due to the sensitive nature of Barnardo's work, situations will arise where personal data will need to be shared with authorities and other agencies in order to protect individuals and resolve disputes and to ensure cohesive working. As outlined here Data protection: [jargon buster | Inside Barnardos](#).

Download and read about how to use technology in Barnardo's including how to store data, sharing documents and sending secure email. If anything is unclear, please contact your Barnardo's manager.

[Click here](#)



Confidentiality Agreement

You have a duty of confidentiality to Barnardo's that applies during and after your assignment.

You may not, whether accidentally or purposefully, disclose, divulge or communicate to any person or organisation or use for another organisation or individual's benefit, any trade secrets or Confidential Information that you have or acquire regarding Barnardo's, its service users, clients, staff, stakeholders, supporters, commissioners or partners.

“Confidential Information” includes but is not limited to business strategy, development and plans, contracts, lists of clients or service users, prospective clients or service users and details of contracts with them, personal data of individuals including but not limited to clients, staff or service users, budgets, management accounts or other financial reports or any documents/data marked confidential and/or where there is a reasonable expectation that documents/data and their contents should be treated as confidential.

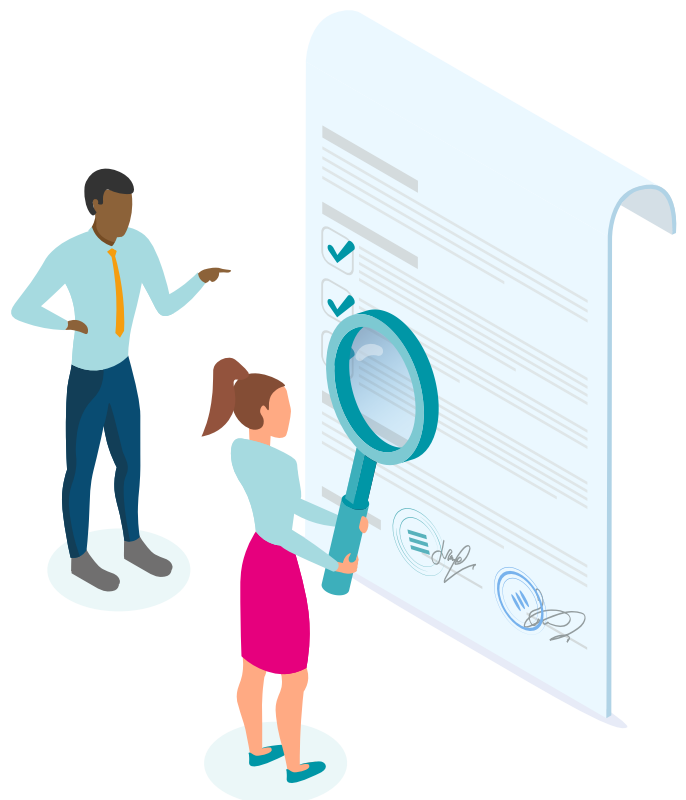
You must ensure that any Confidential Information you have or acquire is accurate, trustworthy and relevant and that it is available to those who are authorised to see it and protected from loss, damage and unauthorised alteration.

You may of course disclose Confidential Information where you need to do so for the proper performance of your duties or where you have permission to disclose it or where it is already public knowledge (except as a result of your breaching this clause or any other confidentiality agreement you have signed with us).

You must ensure that any such disclosures are only made to individuals that are authorised to receive the Confidential Information, and where in doubt you must check with your line manager.

You must at all times ensure that personal data is handled and used safely and securely.

Any breach of this clause may result in my engagement being terminated and may result in a claim from Barnardo's for any damage or loss which Barnardo's may suffer.



Data Protection and CCTV Monitoring Devices Policies

During your work you may be required to handle, collect, or share information of a sensitive nature. It is vital that Barnardo's policies and processes are followed when you handle personal information. This will ensure that our staff and service users' rights, dignity

and wellbeing are promoted at all times. It is important that you know that if we discover that our policies and procedures have been breached, this may result in formal processes being instigated and may lead to the termination of your engagement.

During or after your time working with us, you must not disclose any trade secrets or any information of a confidential or sensitive nature about:

**1.
Barnardo's**

**2.
Any of our
service users**

**3.
Any of
our employees**



There is an exception if you need to share this information as part of your job or if you are made to by law. It is the responsibility of all staff to ensure data security. You will be responsible for the confidentiality, integrity and availability of all data which you have access to in the course of your work:

- **Confidentiality:** ensuring that personal and confidential information is not disclosed – either purposefully or accidentally – to people who do not have the right to see it. Normally when people talk about data breaches they mean confidentiality breaches.
- **Integrity:** ensuring that data is accurate and unchanged. A good example is a care plan – we need to know who has inputted the information (so they are accountable for it) and that the record is accurate. For example, if there is missing or incorrect data in a case management system (paper based or electronic), this could potentially cause significant harm to an individual.

- **Availability:** ensuring that data is available to those who are authorised to see it. A breach can be caused when – either maliciously or accidentally – data cannot be accessed by those who need it. For example, ransomware attacks on computers – a hacker locks you out of your device until you pay the ransom to have your data unlocked. If any of these three areas is compromised, then a data security incident has occurred. To ensure that Barnardo’s responds effectively to incidents and learns lessons over time, please report all data security incidents to the IS helpdesk. If the data security incident also involves personal data, then it is also a data breach.

Data Protection and CCTV

From time to time CCTV systems monitoring premises may be put in place and will be carried out in accordance with Barnardo’s CCTV Policy which includes information on call recordings and covert monitoring.

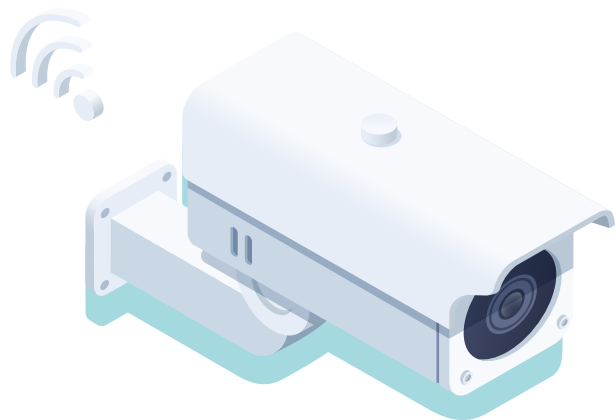
To download the
Data Protection Policy

Click here



To download the
CCTV and Monitoring Devices Policy

Click here



Declaration

Please read and sign the Declaration below and return it to your Registering Consultant or to your Barnardo's manager, if this has been issued to you by them. Failure to do so may result in your engagement being delayed or terminated.

I confirm that I have read and understood Barnardo's:

- Basis and Values Statement
- Barnardo's Commitment to Tackling Racism
- Equality, Diversity and Inclusion Code of Conduct
- Safeguarding Code of Conduct
- Group Health and Safety Policy Statement
- Information Security and Data Protection
- Confidentiality Agreement
- CCTV and Monitoring Devices Policy
- Data Protection Policy

I understand that these policies/ Codes apply to the duration of my assignment with Barnardo's, and any other assignments/periods of engagement that I may undertake and where applicable, after my assignment has concluded.

I confirm my acceptance to Barnardo's Safeguarding Code of Conduct and Confidentiality Agreement and understand that any breach of these and/or contents of this pack may result in my engagement with Barnardo's being terminated.



Full Name:

Signed:

Date:

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[barnardos.org.uk](https://www.barnardos.org.uk)

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Cymru/Wales Trident Court, East Moors Road, Cardiff CF24 5TD. 029 2049 3387.

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