

POLICIES & WORKING PROCEDURES

PART 2



Table of Contents

Section 1: Community Sports Network Policies and Working Procedures

Temporary Acting Up Policy
Reserves Policy
Social Networking Policy
Whistle-blowers Policy
Safeguarding Policy
Check In & Supervision Policy
IT Policy
Anti-Bribery Policy
Customer Care & Complaints Procedure
Online Meeting Policy
Staff Mental Health Policy

Section 2: Community Sports Network Disciplinary & Grievance

Disciplinary Procedure
Grievance Procedure

Section 3: COVID-19 Operational Procedures

Community Sports Network's Temporary Acting Up Policy

1.1 Temporary Acting Up

An allowance for periods in excess of one month will be calculated on an agreed basis. Any allowance paid will be such that the salary of the person acting up will not be at the same scale point as that of the absent employee.

1.2 Period of Temporary Acting Up

A maximum period of 6 months is in place for any employee who is acting up. A time limit of acting up should be agreed on from the outset between the employee and Line Manager, i.e. period of 4 months.

Towards the end of the agreed time period or the maximum 6 month period a meeting between employee, Line Manager which may potentially include HR & Finance Manager & CEO. This meeting will review the period and detail further actions.

1.3 Payment of Additional Duties and Responsibilities

In circumstances where a member of staff takes on additional duties and a higher level of responsibilities which are significantly different to their normal duties, additional incremental payments may be made. This must be approved by the CEO.

Community Sports Network's Reserves Policy

A formal Policy on reserves was agreed at the 16th December 2021 meeting of the CSN – Trustees.

It states:

The Trustees have set a Reserves Policy which requires:

- Reserves of £100,000 is established and maintained at a level which ensures that Community Sports Network core activities could continue during a period of unforeseen difficulty to a maximum of 3-months.
- A proportion of reserves be built up and maintained in a readily realizable form.

Signed:

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Community Sports Network's Social Networking Policy

1.0 Social Networking Guidance

Social Networking sites have grown in popularity over recent years and many Registrants now use them. Millions of people use social networking websites, enjoying the online communication with friends and the possibilities of meeting new people. They can be great for keeping in touch with friends and colleagues on a social basis, and in the vast majority of cases the use of sites such as Facebook, On Line Newsletter and Twitter is trouble free. The internet is changing the way we live, and nowhere is this more pertinent than for children and young people.

The vast majority of some social networking sites' content is created by teenagers communicating with each other. This can seem like quite a daunting prospect for adults who are new to this technology and feel it's another world which they will have no control over. However, this needn't be the case and for many people who do generally feel comfortable on computers, social networking sites do not need to feel impenetrable. In fact, it is essential for adults to grasp an understanding of these sites in order to inform and educate children and young people how to use these kind of sites safely. While these sites are generally used for people to communicate with friends and to meet new people, there are others who wish to use the sites in a more negative way in order to bully people, or in more extreme situations abusers may use these sites to try to meet young people. It is therefore vital that we work with children and young people to give them the skills to make the most of social networking sites, while also empowering them to protect themselves from those who have another agenda.

Good Practice Guidelines for Registrants when using Social Networks

- Never give out personal details to online friends – this includes messenger id, email address, mobile number and any pictures of themselves, their family or friends – if a picture or video is posted online anyone can share it or change it.
- Always remember that any online information is discoverable. Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online – even if you limit access to your site.
- Never meet up with strangers without an adult they trust – children and young people need to know that some people lie online and that it's therefore better to keep online friends online. Children and young people should be taught how to block someone online and report them if they feel uncomfortable.

Community Sports Network's Social Networking Policy

CSN's staff and volunteers all need to be aware that there can be occasions when a Registrant's personal life and work life may start to overlap online. Please note that CSN regard allowing a service user to be a 'friend' online is totally unacceptable, as it creates a personal relationship outside of the workplace.

Furthermore, it leaves employees open to allegations regarding comments that they make online. There have been recent cases where members of the public have complained to various organisations and authorities regarding comments posted on social networking sites by employees who also represent the organisation in different capacities. These cases have highlighted how apparently innocent comments can be offensive to individuals. CSN would remind employees that anything they write online may leave them open to scrutiny from the public/services users and could be viewed as misconduct.

CSN understands the popularity and usefulness of social networking sites and supports their use by staff and volunteers provided:

- No offensive or inappropriate pictures are posted;
- No offensive or inappropriate comments are posted;
- Photos and/or comments posted on these sites only depict CSN related activities where there is no risk of the inappropriate identification of services users or volunteers etc, who do not want to be exposed in this way. Permission for such exposure should be provided by the individuals involved in advance of anything being posted on sites.

If in doubt regarding what is deemed 'offensive' by CSN, then staff and volunteers should consult with senior personnel in the organisation for guidance and direction.

CSN staff and volunteers must remember that they are representatives of CSN. CSN will and do monitor web sites regularly. Always:

- Review your security settings so that only those people on your friends list can access information.
- Assist your colleagues by informing them if you notice anything on their webpage which may be misconstrued.

Community Sports Network's Social Networking Policy

Be aware that:

- A service user may search online for information about employees involved with CSN.
- No matter how careful you are, what you write online can often end up in the public domain.
- You may be in breach of CSN's Code of Practice if you:
 - a) Comment on confidential work related issues and especially those which involve service users.
 - b) Make comments that may be offensive to people of different race/religion/gender/sexual orientation/ or those with a disability.
- Under CSN's Code of Behaviour, you are required to 'Always promote the positive aspects of sport/physical activity' – this includes social networking sites.

Never:

- Make reference online to any service user or work related issue unless appropriate permission has been provided.
- State your employer/place of employment on social networking sites.
- Put photos online which identifies your place of work or service users unless appropriate permission has been provided.
- Accept service users or their family members as online friends. You should delete any service user and their family members from your friends list immediately.

Community Sports Network's Whistle-blowers Policy

CSN is committed to developing a culture where all staff are encouraged to raise concerns about poor or unacceptable practise and misconduct, and can do so safely.

The purpose of this policy is to promote responsible whistle-blowing about issues where the interests of others, including the public, or of CSN itself are at risk.

Such issues might include:

- A criminal offence
- The breach of a legal obligation
- A miscarriage of justice
- Financial impropriety
- A danger to the health or safety of any individual
- Deliberate covering up information tending to show circumstances of this kind

The exception is where the issue relates to a member of staff's personal position, when it would be more appropriate to use the agreed grievance procedure.

A member of staff raising a concern will not be expected to produce unquestionable evidence to support the case – this is the responsibility of CSN once it has been alerted to a potential problem. All that is required is that the member of staff has a genuine doubt and that the concern is raised in good faith. It is in CSN interests to hear of concerns at the earliest possible opportunity.

1.0 Safety & Confidentiality

A whistle-blower will not be regarded as a sneak or a troublemaker. CSN recognises that a whistle-blower usually only decides to express a concern after a great deal of thought. Provided the concern is raised in good faith, the member of staff will not be at risk of losing their job or suffering any form of reprisal for coming forward. It does not matter whether the suspicion proves to be unfounded or real. CSN will not tolerate the harassment or victimisation of anyone who raises a genuine concern and will deal with any such occurrences under the disciplinary and/or harassment procedure.

However, no such assurance will be offered to a member of staff who maliciously raises a matter, which they know to be untrue. This will be regarded as misconduct and will be dealt with through the disciplinary procedure.

Community Sports Network's Whistle-blowers Policy

CSN recognises that the whistle-blower may not wish to be identified during the course of an investigation. In such circumstances, CSN will do everything possible to protect the member of staff's identity and will not disclose it without their consent. If it proves impossible to resolve the matter without revealing the whistle-blower's identity, the investigation officer will discuss with them whether and how to proceed. In a very few cases, it may not be possible to ensure complete confidentiality, for example if legal proceedings take place at a later stage, but CSN will do everything possible to support and protect the member of staff.

Reports submitted anonymously will be considered but it will be much more difficult for the investigation officer to look into the matter and resolve the problem. Staff are therefore encouraged to put their name to reports and assist the investigation officer as much as they can. Staff giving information anonymously cannot be protected under the Public Interest Disclosure Act 1998.

1.1 Procedure for Reporting Concerns

Any member of staff who wishes to raise concerns under the policy should first speak to their Line Manager or put the concern in writing to this person. If it is not appropriate – for any reason – to report to the Line Manager, the member of staff may speak directly to the Chair of the Board. If the member of staff does not wish to be identified, they should say this at the first possible opportunity so that appropriate arrangements can be made.

The Line Manager will note the key points of the concern and check that the member of staff has a copy of this whistle-blowing policy. The Line Manager will also assure the member of staff of confidentiality.

The Line Manager will then refer the concern to a designated senior manager, who has responsibility for concerns raised under this policy and hand over any written materials.

The Chair of the Board will decide what action to take. This may include initiating an internal investigation or a more formal inquiry, or taking alternative appropriate action. The senior manager will inform the member of staff who raised the concern about the action to be taken. The member of staff can request that this is done in writing.

The Chair of the Board may ask the member of staff how they think the matter might be best resolved. If the member of staff has any personal interest in the matter, it is essential that this is made known to the senior manager at the outset. If the senior manager thinks the matter should be pursued through the grievance procedure instead of through this policy, they will advise the member of staff accordingly.

Community Sports Network's Whistle-blowers Policy

If an investigation is undertaken, the senior manager will keep the member of staff informed about what is happening, as far as possible. Again, if requested, these reports will be made in writing. In some cases, it may not be possible to report to the member of staff the precise action taken as doing so might, for example, infringe on someone else's confidentiality.

1.2 External Contacts

There may be occasions when it is more appropriate for the member of staff to raise the concern with someone outside CSN including the police. If the member of staff believes this is preferable, they should seek advice from a trade union or other representative.

Community Sports Network's Safeguarding Policy

CSN Safeguarding Policy has two sections:

- Child Protection Policy
- Vulnerable Adults Policy

1.0 Child Protection Policy

It is the policy of COMMUNITY SPORTS NETWORK to safeguard the welfare of all children and young people with whom we come into contact by attempting to protect them from neglect, physical, sexual and emotional harm. This principle is enshrined in law with the implementation of the Children Order (NI) 1995. Under this order there are five key principles, which set out the rights and responsibilities of parents, the duty of the state and the rights of the child.

Under the United Nations Convention on the Rights of the Child, 'a child' means anyone who is under 18 years of age.

1.1 The five principles of the legislation are:

- **Paramountcy:** The welfare of the child is the paramount consideration in all decisions taken about him or her.
- **Parental Responsibility:** Parents have responsibility to children rather than rights over them. Under the new law parents never lose their responsibility even when the children are taken into care. At times there may be situations where a number of adults share this responsibility with one or both parents.
- **Prevention:** This principle is about preventing situations where children are separated from families and about the State's responsibility to provide services to keep children with their families and promote their health or welfare.
- **Partnership:** The basis of this principle is that it the most effective way of ensuring children's needs are met is by working in partnership with their parents' or carers. Therefore provision of services for children must take account of parent's views and that decisions about children must be made with parents.
- **Protection:** There will always be situations where children are in need of protection so children should be safe and protected by intervention if they are in danger. This is the basis of the Company's responsibility to investigate where there are concerns about a child suffering 'significant harm'.

Staff and volunteers accept and recognise our responsibilities to develop awareness of the issues which cause children/young people harm and to establish and maintain a safe environment for them. We are committed to reviewing our policy, procedures and practice.

Community Sports Network's Safeguarding Policy

Community Sports Network will endeavour to safeguard children by:

- The relevant Manager acting as Designated Officer for child protection within the organisation;
- Following appropriate procedures for recruitment/selection, training and development of staff and volunteers;
- Providing effective management for staff and volunteers through supervision and performance review structures;
- Following appropriate reporting procedures
- Fostering - a culture of openness within the Company so that staff, volunteers and young people can share concerns about the conduct of people within the Company in the assurance that these will be received and dealt with in a sensitive manner.
- Sharing information about child protection and good practice with staff and volunteers.

1.2 Principles

In order to ensure proper support for children, families and staff it is necessary to establish a set of organisational principles. These expand on the five key principles of the Children Order (NI) 1995, as set out above and put them in the context of responsibilities within Community Sports Network.

(i) The welfare of the child / young person is paramount. At all times the protection of the child / young person must be the primary concern of all staff and volunteers. The Child Protection policy takes precedence over all other Community Sports Network policies and procedures.

(ii) Dealing with suspected or known incidents of child abuse will take priority over any other work.

(iii) Community Sports Network believes in confidentiality for everyone involved with the Company. Information will not be disclosed to a third party without consent or discussed inappropriately within the Company. Confidentiality will, however, be breached if it is felt that a child/young person is at risk.

(iv) Effective training and adequate resources will be provided for staff and volunteers to ensure that they have skills, knowledge and resources to recognise and respond to children / young people who may be at risk or have been abused.

(vi) No member of staff should deal with an incident of child abuse on their own except in the most extreme emergencies. Advice and consultation with managers or colleagues must always be sought. Consultation should also take place with social services.

Community Sports Network's Safeguarding Policy

(vi) Staff and voluntary workers involved in a child protection case will receive supportive supervision to give them an opportunity to confront and address their own feelings whenever possible. Such supervision will be conducted at the workers own pace.

(vii) Children/young people have the right to be listened to, consulted and involved in decisions whenever possible. They shall be kept informed of decisions and actions taken unless to do so places a child/young person at further risk.

(viii) While young people under 18 are deemed children they may also be parents and the child protection policy also applies to their children as well as any other children they may have contact with.

(ix) Where concern exists that a person in contact with the Company may be a risk to children, Community Sports Network will endeavour to ensure that they are prevented from having access to children, informing the appropriate authorities.

(x) All third party disclosures (involving suspected or actual child abuse) must also be recorded and reported to the relevant Manager.

(xi) Child protection is an extremely serious matter and as such individual cases must not be discussed outside the organization except with the appropriate agencies, i.e. social services, NSPCC, or Police.

(xii) Co-operation with other agencies, especially those with a legal responsibility for child protection are necessary on all occasions. There should be clear and agreed communication established

1.3 Recognising Abuse

Good child protection practice ensures staff and volunteers know how to recognise child abuse. It is important to note that some children / young people are more vulnerable to abuse because of the circumstances of their life; this group would include the following:

- Disabled children/young people;
- Children/young people in the criminal justice system;
- Children/young people living with domestic violence;
- Children/young people who are carers.

Community Sports Network's Safeguarding Policy

All staff and volunteers should be aware that essentially, 'child abuse' occurs when the behaviour of someone in a position of greater power than a child/young person causes significant harm. At times harm caused cannot be easily categorized, but it is recognized that there are four broad definitions of abuse.

Physical – the deliberate physical injury to a child/young person or the willful or neglectful failure to prevent physical injury or suffering.

Emotional – where children/young people are persistently or severely emotionally neglected or rejected for example, by not being given enough love or attention, made to feel worthless, or being intimidated by threats or taunts.

Sexual – where children/young people are encouraged or forced to observe or participate in any form of sexual activity.

Neglect – where children's/young people's physical and/or psychological needs are persistently or severely neglected or the failure to protect a child/young person from exposure to any kind of danger.

Bullying – although bullying is not defined as abuse, in its more extreme form it would be regarded as a form of abuse. It can take many forms but Kidscape identifies the main types as:

- Emotional – excluding, being unfriendly;
- Physical – hitting, kicking, theft;
- Racist – racial taunts, graffiti, gestures;
- Sexual – unwanted physical contact or sexually abusive comments;
- Homophobic – because of, or focusing on, the issue of sexuality;
- Verbal – name calling, sarcasm, spreading rumours, teasing;
- Cyber-bullying (e.g. bullying via mobile phones, email, website bullying.)

Procedures

1.4 Staff Recruitment / Development

Appropriate procedures will be followed in recruiting, selecting and developing staff. This will include the following. During the application / appointment process

- A clear job description and information about the organisation, including a copy of Community Sports Network's child protection policy statement is provided,
- All applicants are asked to confirm their consent in Community Sports Network carrying out an Access NI checks to ensure those who might be a risk to children and / or vulnerable adults are not appointed,
- Two references are taken up who are not family members. References are asked specifically to confirm if any concerns about applicant working with children/young people have.

Community Sports Network's Safeguarding Policy

- Staff undergo an induction process including code of practice, ethos, Company policies, and procedures
- Ongoing monitoring through supervision and performance review system and identification of training needs.

1.5 Participant Placement

Participants will be subject to a selection process that will include interview and uptake of references. Those working with children or young people will be subject to Access NI checks.

Action to be taken

1.6 Statement

It is the responsibility of all COMMUNITY SPORTS NETWORK staff to take seriously any suspicion, disclosure or any signs of abuse both past and present that is affecting or may affect children and young people. It is important to consider that information about abuse no matter how dated may indicate that other children may be at risk.

Concerns about abuse may be immediate or on going. Abuse may come to the attention of staff members, volunteers and young people in the following ways:

- Direct observation
- Observation of signs and symptoms
- Information provided by a third party
- Disclosure by a child or young person themselves

1.7 Immediate

If a staff member has suspicions, evidence or it has been disclosed that a child / young person is or has been abused then the situation must be discussed with the Designated Officer in line with our Reporting Procedures. Concerns must be reported formally first verbally then in writing, steps are outlined as in reporting procedures.

1.8 On-going

If staff receive information that abuse has occurred in the past even when the alleged or suspected victims are now adults, this information is passed by the Designated Officer to the Social Services as there could be a risk for other children and young people.

If information is disclosed that the young person or child has perpetuated abuse. This information will be passed to Social Services through the Designated Officer.

Community Sports Network's Safeguarding Policy

1.9 Disclosure

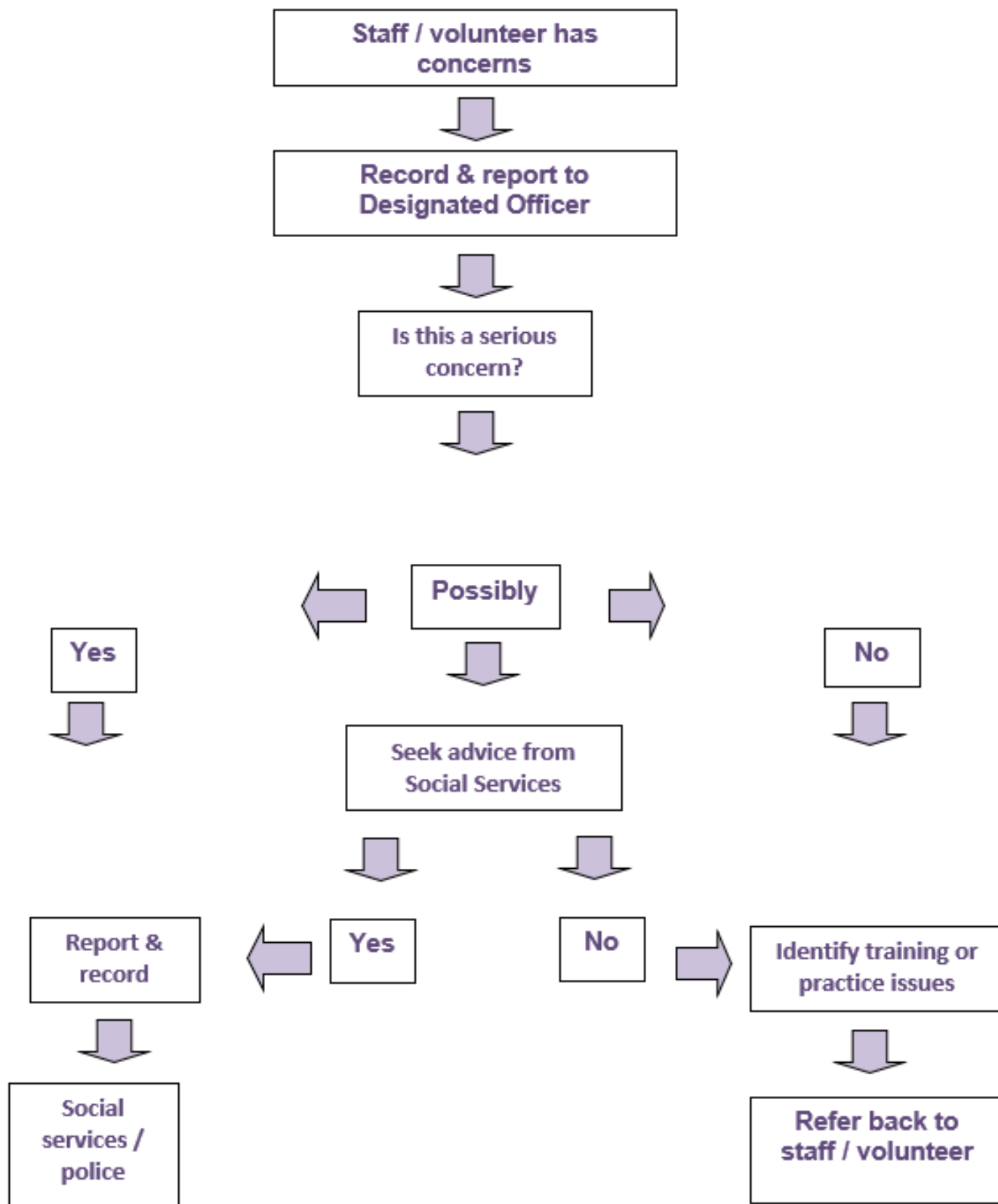
Children/young people rarely discuss the subject spontaneously - it may take weeks or months for a child to talk about his/her experiences. Never promise to keep information a young person/child is giving you a secret. If a young person/child is telling you it is because he/she wants it to stop. Carefully explain that to get it stopped you will have to pass the information on. Children/young people should feel that they have some measure of control over the action you take. Always let them know who you are going to tell and the implications of telling them.

In responding to situations, staff and volunteers should be guided by the following key points.

DOS	DON'TS
Stay calm and reassuring. Find a quiet place to talk, informing colleagues that this is occurring and ensuring that actions cannot be mistaken for collusion. Listen and hear. Give time to the person to say what they want. Reassure that they have done the right thing in telling. Report to someone else in the organisation, do not attempt to deal with the matter further on your own. Record in writing what was said as soon as possible.	Do not panic Do not ask leading questions. Do not promise to keep secrets. Do not inquire into details of the abuse. Do not make a child / young person repeat the story unnecessarily.

Community Sports Network's Safeguarding Policy

Community Sports Network Reporting Procedures



Community Sports Network's Safeguarding Policy

2.0 Recording Allegations or Suspicions

(i) It is important that timely and accurate records are kept about any child protection concerns which may relate to either how the child/young person appears/behaves or to the way the parent cares for and responds to the child/young person.

(ii) Staff must record information as soon as possible and no more than 24 hours after any issue concerning actual or suspected child abuse.

(iii) All records must be signed, dated and timed. Records should be an account of factual information and any view or judgment expressed about these facts should be clearly qualified as such, see Report Form.

(iv) If possible it is best practice to write down the actual words used to describe the abuse.

(v) All action taken such as discussion with Line manager, contact with Statutory Social Services, police.

(vi) Line managers have a responsibility to ensure that adequate recording is maintained and that staff are aware of their responsibilities in this area. Line managers should regularly look at case records to monitor their adequacy.

(vii) All records should be kept in a secure place and all files should be kept confidential to the young person/child concerned.

Community Sports Network's Safeguarding Policy

Report Form

Date	Time
Name of young person / child	Age
Young person / child contact details	Relationship with COMMUNITY SPORTS NETWORK
Contact details of social worker/probation officer (if appropriate)	Location of Disclosure: Incident:
Details:	
Is the young person/child making the report expressing their own concerns or passing on those of somebody else?	
What has prompted the concerns? Include dates, times etc	
Any physical signs? Behavioural signs? Indirect signs?	
Action taken:	
Recorded by:	Name: Position: Signature: Date:

Community Sports Network's Safeguarding Policy

2.1 Allegations against Staff

Community Sports Network's disciplinary and grievance procedure will be enacted if any allegations of child abuse are made against a member of staff (paid or unpaid). This can be found in the employee handbook. The procedure may be applied to whether the alleged abuse took place whilst at work or in the staff member's private life. The Director shall decide whether suspension is appropriate whilst investigations are undertaken.

To avoid allegations of inappropriate behaviour staff and voluntary workers will not:

- Engage in sexually provocative or rough physical horseplay
- Make sexually suggestive comments about or to a child/young person
- Ignore any allegations made by a child/young person ensuring that they are addressed and recorded.
- Do things of a personal nature that a child/young person can do for themselves.

Community Sports Network's Safeguarding Policy

2.2 Vulnerable Adults Policy

Staff and volunteers in CSN accept and recognise their responsibilities to develop awareness of the issues that cause vulnerable adults harm, and to establish and maintain a safe environment for them.

CSN staff will not tolerate any form of abuse wherever it occurs. We are committed to promoting an atmosphere of transparency and openness and are open to feedback from the people who use our services, from carers, advocates, our staff and our volunteers with a view to continuously improving our services and activities. We will endeavour to safeguard vulnerable adults by:

- Adhering to our Safeguarding Vulnerable Adults Policy and ensuring that it is supported by robust procedures
- Carefully following the procedures laid down for the recruitment and selection of staff and volunteers
- Providing effective management for staff and volunteers through supervision, support and training
- Implementing clear reporting procedures within the organisation and reporting concerns to the relevant statutory agencies while involving carers and vulnerable adults appropriately
- Ensuring general safety and risk management procedures are adhered to
- Promoting full participation and having clear procedures for dealing with concerns, complaints and grievances
- Managing personal information, confidentiality and information sharing
- Sharing relevant information with vulnerable adults, carers, staff and volunteers
- Protecting vulnerable adults by implementing a code of behaviour for staff and volunteers.

Aim of the Policy

2.3 Definition of a Vulnerable Adult

For the purposes of this policy the definition of a vulnerable adult as set out in Safeguarding Vulnerable Adults (Regional Adult Protection Policy and Procedural Guidance September 2006) will continue to apply. This defines a vulnerable adult as "a person aged 18 years or over who is, or may be, in need of community care services or is resident in a continuing care facility by reason of mental or other disability, age or illness or who is, or maybe, unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation." Thus the definition includes adults with physical, sensory and mental impairments and learning disabilities, howsoever those impairments have arisen. They also include informal carers, that is family and friends who provide personal assistance and care to adults on an unpaid basis.

Community Sports Network's Safeguarding Policy

2.4 Definition of Abuse

Safeguarding Vulnerable Adults Regional Adult Protection Policy September 2006, states that abuse is "the physical, psychological, emotional, financial or sexual maltreatment or neglect of a vulnerable adult by another person. The abuse may be a single act or repeated over a period of time. It may take one form or a multiple of forms. The lack of appropriate action can also be a form of abuse. Abuse can occur in a relationship where there is an expectation of trust and can be perpetrated by a person/persons in breach of that trust, who have influence over the life of the dependent whether they be formal or informal carers, staff or family members or others. It can also occur outside a relationship."

2.5 Forms of Abuse

Forms of abuse can be categorised as follows:

- Physical abuse (including inappropriate restraint or use of medication)
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Neglect and acts of omission
- Institutional abuse
- Discriminatory abuse
- Domestic Violence
- Human Trafficking

Any or all types of abuse may be perpetrated as a result of deliberate intent and targeting of vulnerable people, negligence or ignorance.

2.6 Guiding principles and values

Key principles flow from the respect for the rights of vulnerable people who are entitled to:

- Privacy
- Be treated with respect and dignity
- Lead an independent life and be enabled to do so
- Be able to choose how to lead their lives
- The protection of the law
- Have their rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age and religious or cultural background
- Have the right to fulfil personal aspirations and realise potential in all aspects of daily life This includes human rights considerations, particularly in relation to article 2 "The Right to Life"; Article 3 "Freedom from Torture" (including humiliation and degrading treatment) and Article 8 "Right to Family Life" (one that sustains the individual).

Community Sports Network's Safeguarding Policy

2.7 Individuals Rights

These principles assume that vulnerable adults have the right to:

- Be accorded the same respect and dignity as any other adult
- Recognition of their uniqueness and personal needs
- Be given access to knowledge and information which they can understand to help them make informed choices
- Information about, and practical help in keeping themselves safe and protecting themselves from abuse
- Live safely without fear of violence or abuse in any form
- have their money, goods and possessions treated with respect and to receive equal protection for themselves and their property under the law
- Guidance and assistance in seeking help as a consequence of abuse
- Be supported in making their own decisions about how they wish to proceed in the event of abuse and to know that their wishes will only be over-ridden if it is considered necessary for their own safety or the safety of others
- Be supported in bringing a complaint under any existing complaints procedure
- Be supported in reporting the circumstances of any abuse to independent bodies
- Have alleged, suspected or confirmed cases of abuse investigated urgently
- Receive appropriate support, education, counselling, therapy and treatment following abuse
- Seek legal advice or representation on their own behalf
- Seek redress through appropriate agencies
- Have their rights respected and to have their family and informal carers or advocates act on their behalf as appropriate.

2.8 Confidentiality

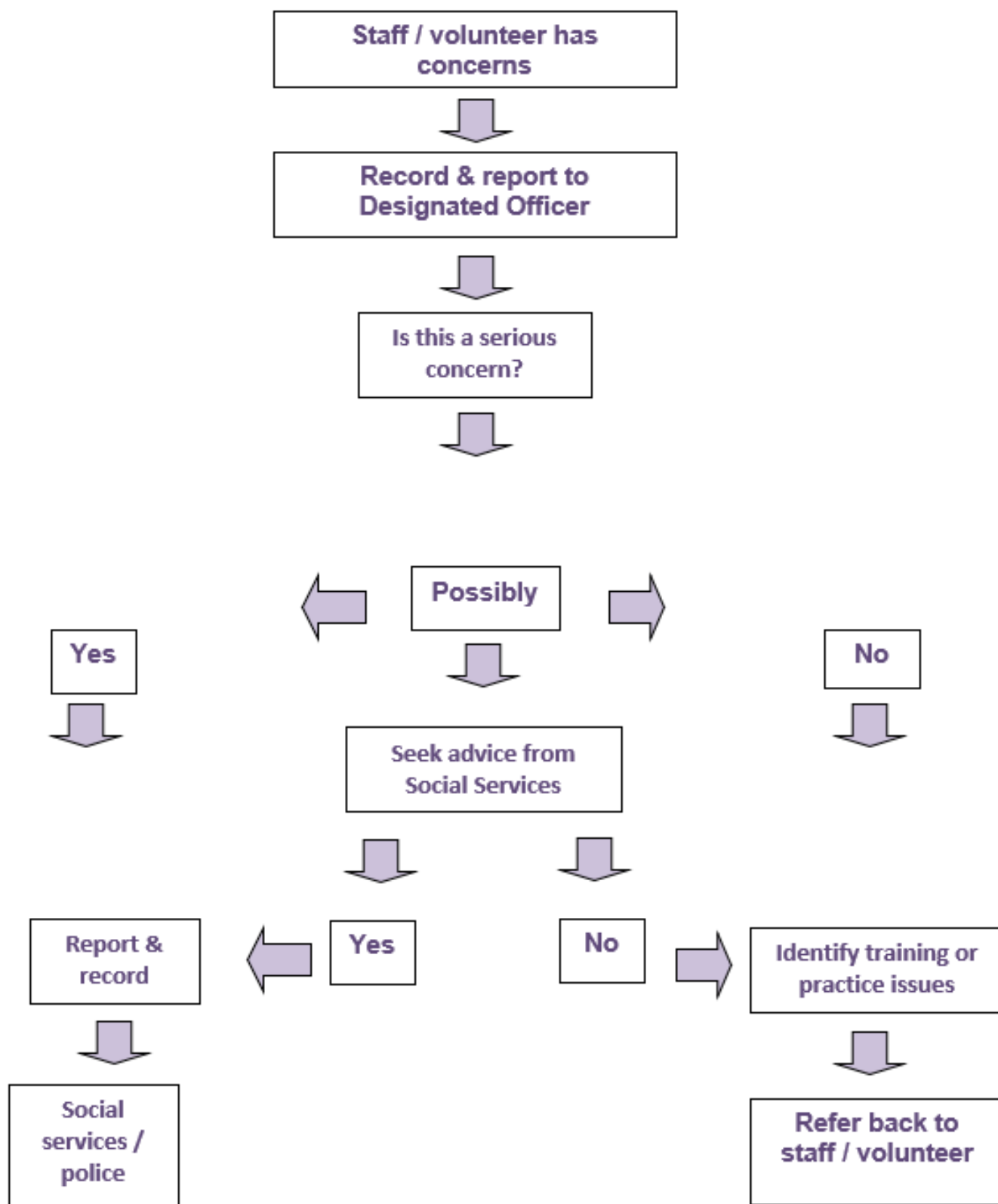
Observing the principle of confidentiality would mean that information is only passed on to others with the consent of the service user. However it should be recognised that in order to protect vulnerable adults it may be necessary, in some circumstances to share information that might normally be regarded as confidential. All vulnerable adults, and where appropriate, their carers or representatives need to be made aware that the operation of multidisciplinary and interagency procedures will, on occasion, require the sharing of information in order to protect a vulnerable adult or others or to investigate an alleged or suspected criminal offence.

2.9 Designated Vulnerable Adults Officer

CSN has identified a Designated Child Protection and Vulnerable Adults Officer. This is an important role as the expertise and experience of safeguarding vulnerable adults and children is focused on one person who in turn will act as a pivotal point for all vulnerable adults' matters.

Community Sports Network's Safeguarding Policy

Reporting Procedure



Community Sports Network's Check In & Supervision Policy

Check in & Supervision Meeting is the process where managers work with individuals and teams in order to plan work, solve problems, set targets, monitor and evaluate the work of the individual or team.

Each staff member will receive at least 4 Check In & Supervision Meetings. The meeting will follow the below template:

Charity No: NIC103693 Company No: NI062326



Supervision & Check in Update Record

Staff Name:

Manager:

Questions	Date: 18/10/2021
1. How are things with you ?	
2. What has gone well for you this phase?	
3. What hasn't gone well for you this phase?	
COMPANY JOURNEY OVER PHASE	
Your calendar tells us:	
Your database tells us:	
Programme tasks tells us:	
General tasks (expenses, store, desk, uniform) tells us:	
4. Do you think we get 37 hours a week from you ?	
5. What can the company do for you moving forward?	

Manager Signatures		Staff Signature		Date:	
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Staff will receive a copy of notes made during their Check In & Supervision Meeting and will be required to sign the document. If staff don't agree with the information on the document staff can edit and send back to their Line Manager for review and further sign off.

Feedback and meeting outcome will be sent to CEO. The Senior Management Team will review any issue which arise.

Community Sports Network's IT Policy

Community Sports Network will be providing laptop / computers for all staff.

General maintenance of the computers will be the responsibility of the Company. However if a computer is damaged, lost or stolen whilst in the possession of the employee during authorised personal use, it will be their responsibility to replace the computer. The employee must ensure that if the computer is being used away from their desk e.g.: in a training room, that is it never left unattended.

Computers may not be kept at home overnight or at the weekend. However if personal use has been authorised it is the responsibility of the employee to ensure the computer is safe at all times.

Staff should not allow family members to borrow the computer at any time.

You are not permitted to download additional programs or files from the internet other than what is already loaded on the computer.

Email should be restricted to work related matters to reduce the risk of viruses & other security risks.

1.0 USE OF COMPUTER EQUIPMENT

1. In order to control the use of the company's computer equipment and reduce the risk of contamination the following will apply:-

a. The introduction of new software must first of all be checked and authorised by a nominated senior member of the company before general use will be permitted.

b. Only authorised staff should have access to the company's computer equipment.

c. Only authorised software may be used on any of the company's computer equipment.

d. Only software that is used for business applications may be used.

e. No software may be brought onto or taken from the company's premises without prior authorisation.

f. Unauthorised access to the computer facility will result in disciplinary action.

g. Unauthorised copying and/or removal of computer equipment/software will result in disciplinary action; such actions could lead to dismissal.

Community Sports Network's IT Policy

1.1 E-MAIL AND INTERNET POLICY

The purpose of the Internet and E-mail policy is to provide a framework to ensure that there is continuity of procedures in the usage of Internet and E-mail within the company. The Internet and E-mail system have established themselves as an important communications facility within the company. Therefore, to ensure that we are able to utilise the system to its optimum we have devised a policy that provides maximum use of the facility whilst ensuring compliance with the legislation throughout.

1.2 Internet

Where appropriate staff are encouraged to make use of the Internet as part of their official and professional activities. Attention must be paid to ensuring that published information has relevance to normal professional activities before material is released in the company name. The intellectual property right and copyright must not be compromised when publishing on the Internet. The availability and variety of information on the Internet has meant that it can be used to obtain material reasonably considered to be offensive. The use of the Internet to access and/or distribute any kind of offensive material, or non-related employment issues, leave an individual liable to disciplinary action which could lead to dismissal.

1.3 E-Mail

The use of the E-Mail system is encouraged as its appropriate use facilitates efficiency. Used correctly it is a facility that is of assistance to employees. Inappropriate use however causes many problems including distractions, time wasting and legal claims. The procedure sets out the company's position on the correct use of the E-Mail system.

1.4 Procedures

Unauthorised or inappropriate use of the E-Mail system may result in disciplinary action which could include summary dismissal.

The E-Mail system is available for communication and matters directly concerned with the legitimate business of the company. Employees using the E-Mail system should give particular attention to the following points:-
all E-mail messages comply with company communication standards.

- E-Mail messages and copies should only be sent to those for whom they are particularly relevant.
- Flame mails (i.e. E-Mails that are abusive) must not be sent. Hasty messages sent without proper consideration can cause upset, concern or misunderstanding.

Community Sports Network's IT Policy

- if E-Mail is confidential the user must ensure that the necessary steps are taken to protect confidentiality. The company will be liable for infringing copyright or any defamatory information that is circulated either within the company or to external users of the system.
- offers or contracts transmitted by E-Mail are as legally binding on the company as those sent on paper.

The company will not tolerate the use of the E-Mail system for unofficial or inappropriate purposes, including:-

- any messages that could constitute bullying, harassment or other detriment.
- personal use (e.g. social invitations, personal messages, jokes, cartoons, chain letters or other private matters).
- on-line gambling.
- accessing or transmitting pornography.
- transmitting copyright information and/or any software available to the user.
- posting confidential information about other employees, the company or its customers or suppliers.

Community Sports Network's Anti-Bribery Policy

1.0 Purpose

The purpose of this policy is to establish controls to ensure compliance with all applicable anti-bribery and corruption regulations, and to ensure that Community Sports Network's business is conducted in a socially responsible manner.

1.1 Policy statement

Bribery is the offering, promising, giving, accepting or soliciting of an advantage as an inducement for action which is illegal or a breach of trust. A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage. It is our policy to conduct all of our business in an honest and ethical manner. We take a zero tolerance approach to bribery and corruption. We are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery. We will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which we operate. However, we remain bound by the laws of the UK, including the Bribery Act 2010, in respect of our conduct both at home and abroad. Bribery and corruption are punishable for individuals by up to ten years' imprisonment and a fine. If we are found to have taken part in corruption, we could face an unlimited fine, be excluded from tendering for public contracts and face damage to our reputation. We therefore take our legal responsibilities very seriously.

1.2 Who is covered by the policy

In this policy, third party means any individual or organisation you come into contact with during the course of your work for us, and includes actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials, politicians and political parties. This policy applies to all individuals working at all levels and grades, including senior managers, officers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with us (collectively referred to as employees in this policy).

This policy covers:

- Bribes;
- Gifts and hospitality;
- Facilitation payments;
- Political contributions;
- Charitable contributions.

Community Sports Network's Anti-Bribery Policy

1.3 Bribes

Employees must not engage in any form of bribery, either directly or through any third party (such as an agent or distributor). Specifically, employees must not bribe a public official anywhere in the world.

1.4 Gifts and hospitality

Employees must not offer or give any gift or hospitality: which could be regarded as illegal or improper, or which violates the recipient's policies; or to any public employee or government officials or representatives, or politicians or political parties.

Employees may not accept any gift or hospitality from our business partners unless approved in writing by the employee's manager; or it is in cash; or there is any suggestion that a return favour will be expected or implied.

Where a manager's approval is required above, if the Manager is below Director level then approval must be sought from an appropriate Director.

If it is not appropriate to decline the offer of a gift, the gift may be accepted, provided it is then declared to the employee's manager and donated to charity. The intention behind the gift should always be considered.

1.5 Political Contributions

We do not make donations, whether in cash or kind, in support of any political parties or candidates, as this can be perceived as an attempt to gain an improper business advantage.

1.6 Charitable contributions

Charitable support and donations are acceptable (and indeed are encouraged), whether of in-kind services, knowledge, time, or direct financial contributions. However, employees must be careful to ensure that charitable contributions are not used as a scheme to conceal bribery. We only make charitable donations that are legal and ethical under local laws and practices. No donation must be offered or made without the prior approval of Board of Directors. All charitable contributions should be publicly disclosed.

1.7 Your responsibilities

You must ensure that you read, understand and comply with this policy.

The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control. All employees are required to avoid any activity that might lead to, or suggest, a breach of this policy.

Community Sports Network's Anti-Bribery Policy

You must notify your manager OR the Company Secretary as soon as possible if you believe or suspect that a conflict with or breach of this policy has occurred, or may occur in the future. Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. We reserve our right to terminate our contractual relationship with other workers if they breach this policy. We must keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties. You must declare and keep a written record of all hospitality or gifts accepted or offered, which will be subject to managerial review. You must ensure all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with our expenses policy and specifically record the reason for the expenditure. All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off-book" to facilitate or conceal improper payments.

1.8 How to raise a concern

You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries or concerns, these should be raised with your line manager OR the HR Manager.

1.9 What to do if you are a victim of bribery or corruption

It is important that you tell your line manager or the HR Manager as soon as possible if you are offered a bribe by a third party, are asked to make one, suspect that this may happen in the future, or believe that you are a victim of another form of unlawful activity.

2.0 Protection

Employees who refuse to accept or offer a bribe, or those who raise concerns or report another's wrong doing, are sometimes worried about possible repercussions. We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform line manager or HR Manager immediately. If the matter is not remedied, and you are an employee, you should raise it formally using the company's Grievance Procedure.

Community Sports Network's Anti-Bribery Policy

2.1 Training and communication

Training on this policy forms part of the induction process for all new employees. All existing employees will receive regular, relevant training on how to implement and adhere to this policy. In addition, all employees will be asked to formally accept conformance to this policy on an annual basis. Our zero-tolerance approach to bribery and corruption must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and as appropriate thereafter.

2.2 Who is responsible for the policy

The board of directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it. The HR Manager has primary and day-to-day responsibility for implementing this policy, and for monitoring its use and effectiveness and dealing with any queries on its interpretation. Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this policy and are given adequate and regular training on it.

2.3 Monitoring and review

The HR Manager will monitor the effectiveness and review the Implementation of this policy, regularly considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in countering bribery and corruption. All employees are responsible for the success of this policy and should ensure they use it to disclose any suspected danger or wrongdoing.

Employees are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the HR Manager.

Community Sports Network's Customer Care & Complaints Procedure

1.0 Purpose

Community Sports Network is committed to the continuous improvement of the standard of service it gives to all its member organisations, partners and other users or clients.

1.1 Customer Care

Community Sports Network is committed to

- putting our clients first;
- providing the clientele with a quality service;
- continuous improvement of our services;
- reviewing and evaluating our Customer Care Policy in response to our service users;

To ensure that this happens, we will

treat our service users with courtesy, respect and consideration at all times;

- conduct our communications with efficiency, integrity, fairness and professionalism;
- give our users a range of choices in accessing our services, including post, telephone, email and website
- provide clients with relevant, accurate and up-to-date information;
- actively seek user comments on a regular basis in order that we continue to develop and improve our services.

If a problem arises we will:

- deal with the problems promptly – all complaints will be responded to within ten days
- advise the complainant if there will be a delay in providing a solution to the problem;
- advise the complainant of progress in long-term problems;
- advise where and who to contact in the event of any dissatisfaction.

1.2 Complaints procedure

If you are unhappy about any of our services, we undertake to deal quickly and effectively with the matter. As a first step, we suggest that you contact the member of staff concerned to see if the problem can be resolved to your satisfaction.

Community Sports Network staff will do everything they can to put things right, including reviewing procedures to stop problems happening again.

If you are not happy with the response, or if you do not know which member of staff to contact, please follow the steps outlined:

- All complaints should be made to the Chief Executive or to the Human Resource Manager in writing by letter or email. This will be acknowledged within three working days.

Community Sports Network's Customer Care & Complaints Procedure

- The Chief Executive or designated person will investigate the issues raised and let you have Community Sports Network's response to the complaint normally within ten working days. Should the investigation require further time, an acknowledgment letter will be sent to you in the first instance, followed by a full response.
- If you do not feel that the chief executive's or designated person's response is acceptable, you have the right to ask for your complaint to be referred to a complaints panel. The panel consists of the chair or vice-chair of Community Sports Network and two members of Community Sports Network's Executive Committee. A meeting of the panel will be arranged and you will be advised of the date. You may attend the meeting to make representation. You may also bring someone with you, if you wish, for personal support.
- You will be notified of the panel's decision within five working days of its meeting. In the case of a complaint from an individual or organisation that is not a member of Community Sports Network, the panel's decision is final.
- Community Sports Network members are entitled to raise any issue in relation to the management and administration of the organisation at the Annual General Meeting (AGM). Please contact the chief executive at least eight weeks before the advertised date of the meeting who will advise you on the steps to take.

Community Sports Network's Online Meeting Policy

1.0 Purpose of Policy

The need of holding online meetings has increased and at times can be acknowledged as necessary. This policy is intended to provide guidance when holding and participating in these meetings.

1.1 Definition of Online Meeting

An online meeting is any meeting that takes place online. An online meeting is a web-based meeting or conference format that allows people to see and/or hear each other. Participants talk in real time and may make presentations with visual aids such as charts and graphs.

CSN will primarily use Microsoft Teams and the Zoom platforms (correct as of the 1/12/2020)

1.2 Scope of Online Meetings

CSN will use the functions of online meetings for three purposes:

- Internal Company Meetings: Deemed as meetings between CSN representative, example; staff or trustees.
- External Company Meetings: Deemed to be with participants outside of CSN. Meetings may include several CSN representatives.
- Online Training Courses: Deemed to be with participants aligned to a specific course with defined outcomes.

1.3 Online Meeting Procedure

Online meetings will be set up by the host/organiser (Host/organiser will be a member of CSN and operate within all other CSN policies).

Host/Organiser will send out e-invites to participants of the online meeting. This will include the agenda and also what actions to take if participants are unhappy with the CSN representation or material discussed.

*For Online Training Courses the Host/Organiser will request a CSN representative to attend the meeting to act as an Adjudicator and Support Tutor.

Host/Organiser will start the meeting only accepting recognised, known or registered email addresses.

Host/Organiser or Adjudicator/Support Tutor will take an attendance register.

*For Online Training Course Host/Organiser will seek permission for the meeting to be recorded.

Online meetings will operate within good practice and regular breaks away from the screen will be scheduled by the Host/Organiser.

Before the meetings closes the Host/Organiser will ensure that all participants are aware of follow up meetings/actions.

Host/Organiser will close meeting for all.

Host/Organiser and Adjudicator/Support Tutor will report any issues to CSN Senior Management Team or if needed CSN Chairperson.

Community Sports Network's Online Meeting Policy

1.4 Roles and Responsibilities

Role	Responsibility
Host/Organiser	To chair the meeting, including duties of setting up, starting and ending the meeting To ensure the meeting follows the agenda To ensure all CSN policies are followed To report any issues from the meeting To produce reports when requested in regards to the meeting and its outcomes/actions
Adjudicator/Support Tutor	To mediate the meeting To ensure that Host/Organiser and participant act in a suitable manor To report any issues
Participant	To act appropriately during the meeting To engage with the meeting topic
CSN Representative	To act within CSN policy To engage with meeting topic To support the delivery and content of the meetings To support with task work To ensure meeting follows CSN Online Meeting Policy

1.5 Complaints Procedure

Prior to the meeting all participants will receive an agenda for the meeting, the agenda will include a section on complaints and how to register complaints with CSN.

- internal complaints will default to Community Sports Network's Grievance Policy.
- external complaints will default to Community Sports Network's Customer Care & Complaints Procedure

1.6 Review Date

Due to the increased use of the online meeting functions CSN will carry out regular reviews to ensure best practice.

Community Sports Network's Staff Mental Health Policy

TBA

Community Sports Network's Disciplinary & Grievance

1.0 DISCIPLINARY RULES AND PROCEDURE

In order to maintain the quality of service and provide for the well-being of staff, an organisation requires a number of systems and procedures. The disciplinary procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. The disciplinary procedure is essential to assist Community Sports Network in operating effectively and to create a fair, efficient and caring working environment. Every Manager has a responsibility to maintain discipline by encouraging and ensuring that all employees perform responsibly and effectively at work.

Whilst it is necessary for managers to provide support and guidance to employees on a day to day basis, it is also important for an organisation to have a clear formal procedure to enable disciplinary action to be taken against an employee when necessary. The objective of this policy is to identify who has the authority to take disciplinary action and to ensure that employees are protected against unjustifiable or inconsistent disciplinary action. It also identifies the type of offence that would result in disciplinary action being taken, what that action would be and what further action would result if there is no improvement or a recurrence takes place.

1.1 General Principles

- Community Sports Network expects all its employees to abide by the terms and conditions of their employment and the rules, regulations and standards established by Community Sports Network.
- Prior to taking any form of disciplinary action there will be a thorough investigation into any allegation of misconduct or poor performance.
- In the event that an employee is requested to attend a disciplinary hearing the request will be in writing and will set out clearly the allegations that the employee will be asked to discuss at the disciplinary hearing.
- In such cases of alleged misconduct Community Sports Network recognises that employees have:
 - The right to a fair hearing, with the opportunity to state their case.
 - The right to be accompanied by a union representative or fellow employee of their own choice, if desired, before any disciplinary action is taken.
- Community Sports Network further acknowledges the right of individuals to appeal against what they might consider to be an unjust or unfair penalty.

Community Sports Network's Disciplinary & Grievance

1.2 Disciplinary Rules

Community Sports Network recognises three types of misconduct; minor misconduct; major misconduct and gross misconduct. The following list shows examples of the types of rules/offences which Community Sports Network has categorised for each of these levels of misconduct. This is not an exhaustive list and management reserves the right to decide how any other misconduct shall be categorised.

1.3 MINOR MISCONDUCT

- Absenteeism
- Lateness
- Failure to comply with Absences Notification and Certification Procedure
- Poor effort at work
- Performance of duties below an acceptable standard
- Failure to complete time sheets as instructed
- Ignoring safety/ hygiene/ security rules
- Extended meal breaks
- Failure to maintain a tidy and safe working environment
- Misuse of telephone or other organisational resources
- Failure to wear uniform when provided

1.4 MAJOR MISCONDUCT

- Dangerous physical horseplay contravening Community Sports Network's Health Safety at Work Policy
- Leaving the premises without permission
- Neglect causing damage to or loss of Community Sports Network visitors' or other employee's property/equipment
- Serious neglect of safety/ security rules
- Smoking in prohibited areas
- Consuming intoxicants during working hours or bringing intoxicants into the premises without permission
- Wilful or excessive wastage of material
- Unsatisfactory attitude to visitors or staff members
- Insubordination
- Refusal to work normally with colleagues because of their actual or assumed problems relating to alcohol, drugs, mental ill health or AIDS
- Canvassing in the course of promotion or recruitment to Community Sports Network's staff for oneself or another

Community Sports Network's Disciplinary & Grievance

1.5 GROSS MISCONDUCT

- Words, gestures or actions contravening the principles set out in Community Sports Network's Equal Opportunity Policy
- in the course of employment, inflicting bodily injury on another person
- Theft
- Repeated acts of misconduct as outlined under 'Major Misconduct'
- Refusal to carry out a reasonable work instruction
- Deliberately ignoring safety/security rules and thereby endangering one's or another's physical well-being or safety
- Obscene behaviour
- Intoxication induced by alcohol or drugs
- Fraud
- Disclosing confidential business information to a third party
- Undercutting work offered from the company
- Wilful damage to or gross negligence of Community Sports Network visitors', members' or other employee's property/equipment
- Falsification of records
- Discrimination

Any allegation of discrimination, victimisation, bullying or harassment on grounds of sex, marital status, disability, sexuality, age, race, religious beliefs or political opinion will be thoroughly investigated and where appropriate will be dealt with under the disciplinary procedure. The disciplinary response will depend upon the nature and seriousness of the incident: and in extreme cases will result in summary dismissal.

Community Sports Network's Disciplinary & Grievance

Procedure for Minor Misconduct

1.6 Verbal Warning

Committing minor misconduct will lead to a disciplinary hearing with the employee's appropriate Line Manager. At this hearing the employee will have the opportunity to offer an explanation. If it is decided that an offence has occurred a verbal warning will be given. It will be recorded and placed on the employee's file for a period of 6 months. The verbal warning will also be confirmed in writing to the employee.

1.7 First Written Warning

Committing the same or similar misconduct within six months will lead to a disciplinary hearing with the employee's Line Manager at this hearing the employee will have the opportunity to offer an explanation. If it is decided that an offence has occurred a first written warning will be given. It will be recorded and placed on the employee's file for a period of 12 months. The written warning will be confirmed in writing to the employee.

1.8 Final Written Warning

If the same or similar misconduct is committed within the next 12 months this will lead to a disciplinary hearing with the CEO. At this hearing the employee will be given the opportunity to offer an explanation. If it is decided that an offence has occurred a final written warning, which will be recorded, will be issued containing clear notice that a repeat of the misconduct within 12 months may result in dismissal. The final written warning will be confirmed in writing to the employee.

1.9 Dismissal

If the same or similar misconduct is committed within 12 months from the final warning this will lead to a disciplinary hearing with the CEO. At this interview the employee will have the opportunity to offer an explanation. If it is decided that an offence has occurred the employee may be dismissed.

Community Sports Network's Disciplinary & Grievance

Procedure for Major Misconduct

2.0 Final Written Warning

Committing major misconduct will lead to a disciplinary hearing with the CEO; at this hearing the employee will have the opportunity to offer an explanation. If it is decided that an offence has occurred a final written warning, which will be recorded, will be given containing clear notice that a repeat of the misconduct within 12 months may result in dismissal. The final written warning will be confirmed in writing.

2.1 Dismissal

If the same or similar misconduct is committed within 12 months from the warning this will lead to a disciplinary hearing with the CEO. At this hearing the employee will have the opportunity to offer an explanation. If it is decided that an offence has occurred the employee may be dismissed.

2.2 Procedure for Gross Misconduct

Committing gross misconduct will lead to a disciplinary hearing with the CEO during which the employee will be given the opportunity to offer an explanation. If it is decided that gross misconduct has been committed the employee may be dismissed summarily: i.e. without notice and without wages-in-lieu of notice.

2.3 Precautionary Suspension

In certain situations, where major or gross misconduct is suspected, management may need time to carry out a full investigation. In such circumstances Community Sports Network reserves the right to suspend an employee pending a decision. Such suspension will be with pay. In normal circumstances employees can only be suspended by a member of the senior management team. However if a situation requires a member of the senior management team can delegate the authority to suspend to another manager within Community Sports Network.

2.4 Disciplinary Hearing

The appropriate member of management conducting disciplinary interviews shall be entitled to be accompanied or deputised at such interviews by another member of management / Board or by a specialist advisor if so desired. The employee also has the right to be accompanied by a trade union representative or fellow employee, at any stage of the process if so desired.

Community Sports Network's Disciplinary & Grievance

2.5 Disciplinary Warnings

- Warnings normally relate to the same or similar misconduct and are not generally transferable between different types of misconduct. Thus warnings for lateness and warning for careless work are considered to be separate and distinct warnings. However where a number of warnings are called for in respect of different types of misconduct this will entitle management to review the employee's overall suitability for continued employment and if necessary to issue a final general warning irrespective of the offence
- All warnings will clearly state the misconduct concerned with details of any relevant facts, times, dates, events and names and clearly indicate what the eventual outcome will be if there is no improvement on the employee's part or a recurrence takes place.
- Once the warnings have lapsed through time they are erased from the employee's personal record.

2.6 Appeals Procedure

- Where an employee feels that action taken under this procedure is unjustified or unfair there shall be the right of appeal. All appeals must be made in writing within five working days to the CEO stating the basis of the appeal. In the case of an appeal against the decision of the CEO the appeal should be sent to the Chair of Community Sports Network. Appropriate arrangements will then be made for the appeal to be heard. The Appeal hearing shall be held within ten working days of the receipt of the appeal.
- The employee concerned shall have the right to be accompanied by a union representative or fellow employee if desired.
- The result of appeal hearings shall be notified to the employee within five working days in writing.

Community Sports Network's Disciplinary & Grievance

GRIEVANCE PROCEDURE

2.7 Introduction

There will be occasions on which individual employees may feel aggrieved about an aspect of their work, working conditions or conditions of service. The following Grievance Procedure is designed to ensure that all Community Sports Network employees have a fair and consistent means of taking up such grievances through Community Sports Network management and is designed to cover matters which are personal to an individual's conditions of service with Community Sports Network.

The Grievance Procedure is intended to provide a mechanism for resolving any grievance quickly and practically and should therefore reduce the likelihood of disputes arising.

The procedure is not, however, intended as a means of taking issue with Community Sports Network's organisation or structure. For example, where a policy has been drawn up or management decision taken which affects all staff equally, then the Grievance Procedure does not apply.

This procedure does not apply in cases where an employee is dissatisfied with any disciplinary action taken, in which circumstances the disciplinary appeals procedure should be utilised.

2.8 Informal Procedure

Wherever possible, individual grievances should be resolved on an informal one to one basis with an employee's senior line manager. Where such discussion does not resolve the matter, the following stages should apply:

2.9 STAGE 1

Discussion of the grievance between employee and the senior line manager

An employee wishing to raise a grievance must do so in writing. In the first instance this should be with their senior line manager. The grievance should be acknowledged in writing and arrangements should be made to hear the grievance within 5 working days of it being lodged in writing. The employee may be accompanied to that meeting by a workplace colleague or a trade union representative. The HR & Finance Manager will be present to advise both parties on procedural issues and to record notes of the meeting. The line manager should consider the points made by the employee and if necessary interview other relevant parties. On completion of the investigation the line manager should communicate his/her response in writing within five working days.

Community Sports Network's Disciplinary & Grievance

3.0 STAGE 2

Discussion of the grievance between the employee and the CEO

If the employee remains aggrieved with the decision under Stage 1 of the procedure, he/she may then appeal the decision in writing to the CEO who will make arrangements to hear the grievance within five working days of this appeal being lodged.

The issues raised at this stage must be the same as those raised during the first stage of the grievance, if they are not the CEO will refer them back to the first stage of the grievance procedure)

The grievance should be acknowledged in writing and the employee concerned may again be accompanied by an employee/union representative.

At the meeting, the CEO will firstly consider the views expressed by the employee concerned followed by the views of the senior line manager who will attend the meeting to explain the reasons for his/her original decision under Stage 1 of the procedure.

The HR & Finance Manager will be present to advise both parties on procedural issues and to record notes of the meeting. A decision will then be conveyed to all parties concerned within five working days.

3.1 STAGE 3

Discussion of the grievance between the employee and the Personnel Sub Committee

If the employee remains aggrieved with the decision under stage 2 of the procedure, he/she may then appeal the decision in writing to the Chair of Community Sports Network who will then make arrangements to hear the grievance within ten working days of the appeal being lodged.

The issues raised at this stage must be the same as the issues raised during the second stage of the grievance, if they are not the Chair will refer the matter back to the second stage of the grievance procedure.

The grievance should be acknowledged in writing and the employee concerned may again be accompanied by a workplace colleague or trade union representative. At the meeting the Chair will consider the views expressed by the employee concerned followed by the CEO who will attend the meeting to explain the reasons for his/her original decision under stage two of the procedure.

The HR & Finance Manager will be present to advise both parties on procedural issues and to record notes of the meeting. A decision will then be conveyed to all parties concerned within five working days. The decision of the Chair is final and there is no further stage of appeal after that.

Community Sports Network's Disciplinary & Grievance

3.2 Grievance raised by senior managers

A grievance raised by a senior manager will, of necessity, go straight to stage two of the grievance procedure.

3.3 Timeframes

The procedure details time limits for the completion of each stage of the procedure. If any of these time limits are not possible then both parties will be informed of the revised timescale.

The timeframes indicated in this procedure may be extended with the agreement of both parties.

Section 3: COVID-19 Operational Procedures

To be reviewed with; Trustees, Management Team & Staff Members

This document is a working document and will be updated in accordance with Executive Office actions. All CSN stakeholders will be notified of updates/changes. This policy has been shaped by the guidelines and timelines from the NI Executive document & Sport NI Framework.

CSN COVID-19 Operations – Returning to Work Guidelines includes the following sections:

- S1: COVID-19 Community Sports Network 'New Normal' Working Practices
- S2: Understanding of CSN Participants
- S3: COVID-19 Health & Safety Policy
- S4: PPE Training & Usage Guidance
- S5: Contact Tracing of Participants Procedure
- S6: Review of Guideline Procedure
- S7: Reversing or Easing Restrictions
- S8: CSN Staff Shielding, Travelling or Vulnerable Household Member
- S9: CSN Covid-19 Alert Protocol & Who should self-isolate and for how long
- S10: Vetting of COVID-19 Symptoms
- S11: Failure to Comply
- S12: Lateral Flow Testing

All Trustees, Staff & Volunteers must adhere to measures considered in this document

1.0 : COVID-19 Community Sports Network 'New Normal' Working Practices

CSN Trustees and Senior Management Team (SMT) are continuously reviewing the 'New Normal' Working Practices for CSN. Current adaptations to Work Practices in line with Government directives:

- Smaller Working Teams:
- When delivering programmes all staff members have been placed into working groups with a designate lead staff member. The working groups are the first point of contact for staff issues & questions. In the first instance on returning to work these working teams will (as best as possible) remain separate from other working teams (for more details see COVID-19 Health & Safety Policy: In Office Working & Out of Office Working)
- Office Changes & Social Distancing:
- For details see S3: COVID-19 Health & Safety Policy: In Office Work
- Personal Use Equipment:
- When programmes and bookings begin all staff must collect the appropriate equipment need. Upon return of equipment they must use the Industrial Spray Cleaner – training
- will be provided. (for more details see S3: COVID-19 Health & Safety Policy: Delivery of Sessions & S4: PPE Training & Usage Guidance)
- Personal Protection Equipment:
- Staff members will be supplied with their own stock of Personal Protection Equipment and cleaning equipment (for more details see S4: PPE Training & Usage Guidance)

Section 3: COVID-19 Operational Procedures

1.1: Timeline and Actions for Return:

Under Furlough/Job Retention Scheme no work on behalf of the company is/was to be carried out until 1st July. From 1st July Chancellor's proposal states that employees may begin to return to work, remotely if possible. Therefore, it is reasonable to assume that CSN may and well require staff members to undertake specific tasks relating to company and project needs. Further to return to work tasks CSN propose the below timeline as a guide for restarting of projects/programmes.

Month	Activity/Project/Programmes (2020)
July	SMT to prepare office for opening SMT to order PPE Social Media and online presence rebooted Remote tasking for working teams Potential review and beginning of some programmes Potential Projects: TNL Uplift ARCS – Community Sport Support Hubs
August	Part Time return to delivery for some of the working teams Potential Projects: TNL Uplift ARCS – Community Sport Support Hubs DoJ – HMP Programmes
September	Part Time return to delivery for more working teams with increases in hours Potential Projects: TNL Uplift ARCS – Community Sports Support Hubs DoJ – HMP Programmes DfC's/TBUC – Rural Programme AB – Munch Clubs BH&SCT – Yearly Targets CGRU – SheerSKILL
Octobers	Part Time return to delivery for more working teams with increases in hours Potential Projects: TNL Uplift ARCS – Community Sports Support Hubs DfC's/TBUC – Rural Programme AB – Munch Clubs BH&SCT – Yearly Targets CGRU – SheerSKILL Tampon Tax – Female SheerSKILL Social Enterprise – Back dated work and future work

Above is an example of previous programmes. Moving forward staff will be sent a copy of the Work Programme which will cover a period of time i.e 2-3months. The Work Programme is a blue print of the upcoming programmes. Please note that programmes may be added to the Work Programme, however consideration will be applied by SMT when allocating programmes.

Please be advice that this timeline is fluid in will change in response to The Executive Office action regarding the stage of COVID-19.

Section 3: COVID-19 Operational Procedures

1.2: Understanding of CSN Participants

Moving forward into a delivery phases of projects it is import for CSN to understand the needs of participants with specific reference to the health & wellbeing of participants. Before a project can begin participants need to be understood using the below 3 categories

No Issues of Concern	Vulnerable	Shielding
Participants have reported no health concerns	Participants are list as vulnerable due to a pre-existing condition which is not affected by COVID-19	Participants are within the shielding category

If a staff member feels a programme they have been issues has participants which fall into the vulnerable or shielding categories please discuss this with a member of the SMT.

1.3: COVID-19 Health & Safety Policy

This policy will address the healthy, safety & risks associated with delivery of Community Sports Network (CSN) operations. This policy shows all aspects of CSN operations, each section listed below has been risk assessed (Risk Assessments will be made available to stakeholders) and procedures introduced to minimise risk of COVID-19. CSN areas of Operations:

- S3.1: In Office Working (Actions & Hygiene)
- S3.2: Out of Office Working (Actions & Hygiene)
- S3.3: Traveling for Work (Actions & Hygiene)
- S3.4: Delivery of Sessions (Actions & Hygiene)

If you free uncomfortable or unsure about delivering or attending work due to risk factors associated to COVID-19 please contact a member of the Senior Management Team.

1.4 : In Office Working (Actions & Hygiene)

In the first instance CSN will be maintaining a work at home approach as long as possible. As delivery of programmes begins there may be a need to attend the office for equipment and administration. CSN will be invoking a gradual return to work schedule, there is no immediate actions/thoughts of have everyone return to the office full time. The stages of the return to work schedule can be viewed below. There is no timeline to the schedule and it may progress forwards and backwards to best suit the COVID-19 Executive restrictions.

Section 3: COVID-19 Operational Procedures

S3.1.1: Staged Return to Office Work

Stage 1	Stage 2A	Stage 2B	Stage 3
Staff members are split between 3 working teams The Office is only open for one working team to use at a time A minimum 24 hour closed period will follow each <u>teams</u> office day No in office meeting with external bodies	Staff members are split between 2 working teams The Office is only open for one working team to use at a time CSN will try to enforce a minimum 24 hour closed period between each team Reduced meeting with external bodies	Staff members will be allocated programmes and tasks. Where possible complete the task remotely. When in the office place follow all Covid-19 safety regulations. i.e. masks Reduced meeting with external bodies, Online if possible or in Townsend Board Room	Office is open to all staff with hygiene restrictions in place Meetings can take place adhering to restriction at time and hygiene practices Opening of Tea Room & Boardroom
Example: Monday Working Team 1 Tuesday Office Closed Wednesday Working Team 2 Thursday Office Closed Friday Working Team 3	Example: Monday Working Team 1 Tuesday Working Team 1 Wednesday Office Closed Thursday Working Team 2 Friday Working Team 2		

1.5 Working Teams

Working teams have been shaped so as there are no staff members in a working team that share the same working areas or are within 2 metres of another working team member's desk. Also, a temporary spreading out of workstation will be in effect. – Currently Not Applicable under Stage 2B. However, staff must observe Covid-19 safety regulations, i.e social distance when possible, wear a face mask and regularly clean hands. When in a meeting or completing in office duties staff must wear a mask when in the office. If you are the only staff member in the office then you can remove your mask, however if other staff arrived a mask must be worn.

Section 3: COVID-19 Operational Procedures

1.6: In office footfall:

At the start of a working day first staff member should open office doors and switch on lights and at the end of the day the last staff member will close and wipe down doors and light switches. The internal equipment store will be unlocked and opened and remain open throughout the day. The store door & common contact areas (e.g. light switch) will be spray regularly.

On first arriving at the office and when using the toilet facilities staff members must wash their hands in accordance with government guidelines.

Upon moving between offices on any occasion staff must avoid crowding in the hallways and disinfect their hands, each member of staff will have their own supply of PPE & disinfectant equipment. (For more information see S4: PPE Training & Usage Guidance)

Staff must try to maintain a 2 metre distance when communicating for a period of time.

Staff must wear their supplied mask in the office when other staff members are present. If you are in your office space alone you may remove your mask. If a member of staff comes to your office you must put your mask on. If you have any circumstance that prevents you from wearing a mask please speak to a member of the SMT. Also try to maintain an air flow through the office, open windows and doors.

Townsend Enterprise Park Guidelines: Masks are also mandatory in the common work area of Townsend Enterprise Park.

Common areas such as the Boardroom and Tea Room will be reopened, staff must maintain all Covid-19 safety procedures and wipe down areas after use. For the new coffee machine staff must purchase and keep their own coffee pods.

1.7: Cleaning & Hygiene:

During Stage 1 of office opening staff must now wear a mask. (For more information see S4: PPE Training & Usage Guidance) This will be continuously reviewed in accordance with guidance.

Staff will be expected to maintain a clear and clean workspace. Staff must clean their workspace regularly. Staff must also remove all their rubbish from their desk area and keep their cups/utensils on their own desk.

1.8: Out of Office Working (Actions & Hygiene)

To ensure the effectiveness of the S3.1: In Office Working (Actions & Hygiene) all staff must maintain a high standard of hygiene when working from home. Staff must ensure that items (i.e. laptops) moving between the home and office are wiped and cleaned.

Section 3: COVID-19 Operational Procedures

Traveling for Work (Actions & Hygiene)

1.9: Public Transport

In accordance with government advice the usage of public transport should be limited where possible. If using public transport staff should adhere to social distancing guidelines and touch minimal surfaces. A mask must be worn. Staff may use their CSN masks

2.0: Traveling by Car

During stage 1 from S3.1.1: Staged Return to Office Work staff will be attending the office in smaller numbers. CSN advise if car sharing when undertaking work for the company that a mask must be worn.

2.1: Travel by Bike

When traveling by bike staff must ensure that their bike is stored out of the way from staff and Townsend Enterprise Park users.

2.2: Delivery of Sessions

All sessions will be considered in working teams to assess viability, practicality & safety before delivery is carried out. Working teams will consider the S2: Understanding of CSN Participants guidance as well as the steps highlighted by the hyperlinked from The Executive Office.

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations-guidance-what-restrictions-mean-you#toc-16>

Script from Hyperlink:

Exercising and sports

Outdoor sport

All outdoor sport, whether organised formally by your local sports club or informally by a group of friends, is permitted.

To determine the maximum number of people permitted to attend or participate in an outdoor sporting activity/ event, the organiser or operator must carry out a risk assessment.

Outdoor sporting activities/ events of 30 people or fewer do not need a risk assessment.

Indoor sport

All indoor sport, whether organised formally by your local sports club or informally by a group of friends, is permitted (subject to risk assessment and appropriate mitigations).

A risk assessment, as set out in the regulations, must be completed where there will be over 15 people taking part.

Section 3: COVID-19 Operational Procedures

Changing rooms and shower facilities can be opened, but you should avoid or minimise use where possible (for example, by arriving in kit and showering at home) and minimise time spent in the changing area.

The return to sport protocols put in place by sports governing bodies should be strictly adhered to including hygiene measures, social distancing and other mitigations.

Any behaviour which may encourage the risk of transmission around sports activities, such as car sharing, congregation of people on the side-lines and sporting celebrations, should be avoided.

Sports governing bodies have a responsibility to ensure full compliance with the protocols and are expected to put arrangements in place to deal with non-compliant clubs, participants and coaches.

All CSN stakeholders must read and be aware of this approach. The timescale of the movement between steps is decided by The Executive Office.

2.3: CSN Matrix for Programme Go / No Go.

CSN will work through the below matrix to identify if a project/programme is viable to be delivered. The matrix takes account of The Executive restrictions, CSN Participant Needs and Risk Factors. If at any stage the criteria are not met then the project/programme does not go ahead. Working teams will complete the matrix.

Project GO / No GO Matrix			
Guidance	Criteria	Is Criteria and Guidance met	Justification
What is the Project/Programme			
What Step is The Executive at			
What is the affiliation of the sport.			
Who are the participant			
What is the Risk Factor			
Can the project/programme go ahead currently	YES or NO		
If YES are there restrictions needed? <i>i.e. does it have to be outdoor or is there a restriction on the number of participants</i>			
If NO when should the project/programme be reviewed?			

Section 3: COVID-19 Operational Procedures

Example Matrix Completed

Project GO / No GO Matrix			
Guidance	Criteria	Is Criteria and Guidance met	Justification
What is the Project/Programme	Dandelball		
What Step is The Executive at	Outdoor up to 15 people	YES	Activities will be with a 15 outdoor following Social Distancing & Hygiene practices
What is the affiliation of the sport.	Football	YES	IFA / Walking Football Association
Who <u>are</u> the participant	Group of participants aged 55+	YES	No issues of concern participants are not in vulnerable or shielding categories
What is the Risk Factor	minimal	YES	As long as Risk Assessment and programme hygiene are followed
Can the project/programme go ahead currently		YES	
If YES are there restrictions needed? <i>i.e. does it have to be outdoor or is there a restriction on the number of participants</i>		Limited numbers, outdoors	
If NO, when should the project/programme be reviewed?		N/A	

2.4: PPE Training & Usage Guidance

Personal Protective Equipment (PPE) will be an important part of the 'New Normal' and CSN working practices for the foreseeable future. CSN will be allocating PPE for all stakeholders and usage procedures.

S4.1: PPE & CSN Staff

All Staff Member will be issued:

- Masks
- Disinfectant Sprays/Wipes (Office and Car)
- Hand Sanitizers
- Cleaning materials (blue rolls)
- Bin bags

2.5: Usage of PPE

Staff Members will be expected to use PPE throughout their working practices. Below details where, when and how PPE should be used

Section 3: COVID-19 Operational Procedures

Where: PPE in the Office		
Item:	When:	How:
Temperature Checks	Upon arriving at the office	Use according to instructions on item
Mask	Mask must be worn when in the office space with other staff members. Also, must be worn in public places in Townsend Enterprise Park.	Use according to instructions on item When using a <u>mask</u> it is important that users refrain from touch their face and adjust the mask unless it is necessary to do so.
Disinfectant Sprays/Wipes	First thing upon entering Regularly throughout the day, especially around meal times End of day	Use according to instructions on item During each cleaning period staff members must wipe down their desk, laptops, stationary and another surface they have come into contact with, i.e. door handles. Items used should be discarded in personal bin and then removed at the end of the day
Hand Sanitizers (Hand washing)	Any time when leaving or entering the office. This should accompany good hand washing practices when using toilet & common areas.	Use according to instructions on item
Cleaning materials (blue rolls)	Used when cleaning surfaces. Dispose in personal bin and empty at the end of the day	Use according to instructions on item
Bin bags	Empty bins regularly	Use according to instructions on item
Disinfectant Machines	Staff must disinfect the equipment they have used using the disinfectant machines in the store room. The store room must be kept clear and tidy.	Use machines according to training received

Section 3: COVID-19 Operational Procedures

Where: Traveling to and from a Session		
Item:	When:	How:
Disinfectant Sprays/Wipes	Should be brought with you into a session so as cleaning of equipment can happen immediately after use	Use according to instructions on item During each cleaning period staff members must wipe down their desk, laptops, stationary and another surface they have come into contact with, i.e. door handles. Items used should be discarded in personal bin and then removed at the end of the day
Hand Sanitizers (Hand washing)	Should be applied after gloves are removed and disposed of.	Use according to instructions on item
Cleaning materials (blue rolls)	Should be brought with you into a session so as cleaning of equipment can happen immediately after use	Use according to instructions on item

Section 3: COVID-19 Operational Procedures

Where: PPE during Session Delivery		
Item:	When:	How:
Mask	Outdoor facilities a mask does not need to be worn Indoor facilities a mask must be worn.	Use according to instructions on item When using a <u>mask</u> it is important that users refrain from touch their face and adjust the mask unless it is necessary to do so.
Disinfectant Sprays/Wipes	Before session check with facility regarding COVID-19 actions and cleaning then insure any equipment being used has be wiped. Also insure immediate contact surfaces are wiped, i.e. door handles Clean facility in accordance with facility COVID-19 actions. Clean equipment before return to office. If <u>possible</u> equipment should remain in cars or outside store	Use according to instructions on item During each cleaning period staff members must wipe down their desk, laptops, stationary and another surface they have come into contact with, i.e. door handles. Items used should be discarded in personal bin and then removed at the end of the day
Hand Sanitizers (Hand washing)	To be used throughout session. Avoid physical contact with others. Check with facility regarding hand washing for participants – if not action CSN staff will provide participants with a hand sanitizer.	Use according to instructions on item
Cleaning materials (blue rolls)	Used to clean equipment and surfaces during designated cleaning periods	Use according to instructions on item

*on sites staff may be subject to additional Covid-19 checks from the facility. A request can be made for the facility to provide you with a site risk assessment.

Section 3: COVID-19 Operational Procedures

Where: In Office – Visitors		
<i>*When visitors are permitted they must go straight to the meeting area and not walk around the offices</i>		
Item:	When:	How:
Temperature Checks	Upon arriving at the office	Use according to instructions on item
Mask	Visitors to CSN will be offered a mask from CSN stock, they must wear a mask if they are spending longer than 15 minutes on our premises. Masks must be disposed of by the user. Please try to meet stakeholders outdoors if possible.	Use according to instructions on item When using a <u>mask</u> it is important that users reframe from touch their face and adjust the mask unless it is necessary to do so.
Disinfectant Sprays/Wipes	All visitors must be reassured that the surfaces they are near have been cleaned and disinfected. Staff must make visitors aware of CSN procedures regarding cleaning and encourage visitors to touch as little as possible After a visitor has left CSN Staff must disinfect the area used.	Use according to instructions on item During each cleaning period staff members must wipe down their desk, laptops, stationary and another surface they have come into contact with, i.e. door handles. Items used should be discarded in personal bin and then removed at the end of the day
Hand Sanitizers (Hand washing)	On entry to the building all visitors must wash/disinfect their hands. On exit visitors must again wash/disinfect their hands Hand sanitizers will be provided by CSN or Townsend Enterprise Park If a visitor uses any facilities at the Office they must wash and disinfect their hands.	Use according to instructions on item

Section 3: COVID-19 Operational Procedures

2.6: PPE Stocks

CSN will be ordering PPE for each staff member as highlighted in S4.1: PPE & CSN Staff. CSN envisage that PPE will be ordered monthly to keep stock levels are adequate amounts. Staff must inform a member of the SMT when their stock levels are at a medium level - this will ensure there is time to receive an order before stock runs out. Informing SMT lead must be done in writing via email. Staff must inform SMT if there is a need to purchase disinfectant chemicals for the disinfectant machine.

2.7: Contact Tracing of Participants Procedure

As a measure of good practice every participant on a CSN programme or attending a one off CSN session must provide CSN with a contact number. This can be done when a participant is registering us a participant registration form. If under 18 years old a contact number must be provided for the person responsible for that participant. It is the responsibility of CSN Staff to make sure a contact number has been provided on the Participant Registration Form. When handling forms staff must disinfect their hands and refrain from touching their face. Once forms are collected they must be stored away for a period of 48 hours before they are handled again (Unless they are required for emergency purposes).

S6: Review of Guideline Procedure

CSN SMT will meet weekly to discuss the CSN COVID-19 Operations – Returning to Work Guidelines and update the guidelines were necessary. During these reviews SMT will review information & feedback from

- The Executive Office
- Sport NI Framework
- Other Governing Bodies
- CSN Staff
- CSN Trustees
- CSN Participants
- Other CSN Stakeholders

2.8: Reversing or Easing Restrictions

As the current COVID-19 is fluid so must be CSN's response. Therefore, CSN must be prepared to reverse or ease the company depending on evidence presented by Government Bodies and CSN Stakeholders. If reversing or easing restrictions CSN SMT will inform CSN staff members via email or text message. This document may be updated as a result of the reversing or easing of restriction, CSN staff & Trustees will be sent an updated electronic copy of this document.

Section 3: COVID-19 Operational Procedures

2.9: CSN Staff Shielding, Travelling or Vulnerable Household Member

Staff members who are within the Shielding category as per government advice must inform a member of the SMT. People in this category are at a higher risk and therefore a bespoke return to work procedure will be introduced for any shielding staff member.

Staff members who plan on travelling outside of Northern Ireland must inform a member of the SMT. Please be aware that travelling outside of Northern Ireland may result in you needing to quarantine for a period of time. You will be informed of the quarantine time period by SMT. Quarantine time period will take into account Government guidelines on travelling and returning from areas of high infection rate.

If any staff member has concerns due to a member of their household being vulnerable please speak with SMT.

3.0: CSN Covid-19 Alert Protocol

Staff must make SMT aware if they have any symptoms of Covid-19 or if they have been contacted by Track and Trace or any authority – this includes community groups and sports teams. Below information is taken from

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-testing-and-contact-tracing>

Coronavirus (COVID-19): testing and contact tracing

Everyone with symptoms of coronavirus (COVID-19) is now eligible for testing. This page has information on how to get a test and the contact tracing programme in Northern Ireland.

Symptoms of coronavirus (COVID-19)

The symptoms of COVID-19 are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature); OR
- a new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual); OR
- a loss of or change in sense of smell or taste.
-

When to get tested

The advice from the Public Health Agency is that you should get tested in the first three days of coronavirus symptoms appearing, although testing is considered effective up until day five.

Section 3: COVID-19 Operational Procedures

You can complete an online form at the following link to find out if you should or should not get tested, and if you should, what type of test you will need.

- Should I get tested for coronavirus (COVID-19)

How to get tested

Anyone who develops the symptoms of COVID-19 is advised to immediately self-isolate for 10 days and to arrange to be tested without delay.

There are a number of ways a person with symptoms of the virus can get tested in Northern Ireland.

These are:

- booking a test online at a drive through test site or a mobile testing unit(external link opens in a new window / tab)
- order a postal self-test kit online
- calling the free phone number 119

Getting tested

People with symptoms can be tested at one of four drive through test centres. If you have questions about a test you've booked or are having trouble booking a test, you can call 119.

Testing at these sites is by appointment only.

Testing for the general public is currently conducted in drive-through sites operating at:

- SSE test centre, Odyssey Car park, Belfast BT3 9QQ
- Lycra car park (near The Rec Club), Maydown Works, 60 Clooney Road, Derry/Londonderry, BT47 6TP
- Craigavon MOT centre, Craigavon, BT63 5RY
- St Angelo Airport, 62 Killadeas Road, Trory, Enniskillen BT94 2FP

All centres are open 9.30am – 5.30pm, seven days a week.

In addition to these fixed test sites, mobile testing units are available which provide temporary testing sites that can be set up quickly in response to local demand.

The test procedure is a 'self-test' process for all tests completed through the national testing programme.

A video with instructions for how to take swab samples for COVID-19 testing is available on GOV.UK:

- coronavirus (COVID-19): 'guidance for taking a swab sample' video(external link opens in a new window / tab)

Please note that your test will be self-administered – you will be directed by a member of staff on site:

Section 3: COVID-19 Operational Procedures

- coronavirus (COVID-19): 'the process for drive-through testing' video.
(external link opens in a new window / tab)

Instructions for the test kit with translations are available on the Public Health Agency website:

- COVID-19 test kit instruction and translations(external link opens in a new window / tab)

Testing for children

Everyone in Northern Ireland with symptoms of coronavirus is now eligible for testing. If a child is to be tested, parents/guardians will need to arrive at the site prepared to swab the child.

- testing your child for coronavirus(external link opens in a new window / tab)

Ordering a self-test kit

People with symptoms of the virus can also order a postal self-test kit. The test kit will be posted to the home of the person who has symptoms of COVID-19.

A video and instructions for how to take swab samples for COVID-19 testing is available on the GOV.UK website(external link opens in a new window / tab).

Getting your results

The testing programme aims to provide results within 72 hours of taking a test.

How test, trace and protect works

Part 1 - for someone with coronavirus symptoms

Step 1: isolate

As soon as you experience coronavirus symptoms, you should self-isolate for at least 10 days. Anyone else in your household should self-isolate for 14 days from when you started having symptoms.

Step 2: test

You should order a coronavirus test immediately, see booking a test above, or call 119 if you have no internet access.

Step 3: results

If your test is positive you must complete the remainder of your 10-day self-isolation, and have had at least 48 hours without fever. Anyone in your household should also complete self-isolation for 14 days from when you started having symptoms.

Section 3: COVID-19 Operational Procedures

If your test is negative, and you have had at least 48 hours without fever, you and other household members no longer need to isolate.

Step 4: share contacts

If you test positive for coronavirus, the Public Health Agency (PHA) will call you with instructions of how to share details of people you have been in close, recent contact with and places you have visited. It is important that you respond as soon as possible so that we can give appropriate advice to those who need it.

Who should self-isolate and for how long

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-self-isolating>

If you have COVID-19 symptoms

If you have symptoms of coronavirus (COVID-19), however mild, you should begin self-isolating and book a PCR test. These are widely available and are free.

- Coronavirus (COVID-19): testing

You should continue to isolate until the result of the test is available. If the result is positive you should continue to self-isolate for 10 full days after the symptoms started.

You can end self-isolation 10 days after your symptoms started, as long as you do not still have a high temperature. If you still have a high temperature, you need to continue to self-isolate until your temperature has returned to normal for 48 hours.

You do not need to continue self-isolating for more than 10 days if you only have a cough or loss of sense of smell/ taste, as these symptoms can last for several weeks after the infection has gone.

More information is available at:

- Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection(external link opens in a new window / tab)

Close contacts of COVID-19

If you're a close contact of someone who has tested positive for COVID-19, self-isolation and testing requirements will depend on whether you're fully vaccinated, your age and where you work.

A close contact can be:

- anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19

OR

- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test:
- face-to-face contact including being coughed on or having a face-to-face conversation within one metre
- skin-to-skin physical contact for any length of time
- been within one metre for one minute or longer without face-to-face contact

Section 3: COVID-19 Operational Procedures

- sexual contacts
- been within two metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelled in the same vehicle or a plane

Aged 18 and over and not fully vaccinated

If you are aged 18 and over, but not fully vaccinated, you should self-isolate for 10 days following last contact with the positive person.

You will be asked to take a PCR but, even if this is negative, you still need to complete the isolation period.

If you are not able to be vaccinated for a clinical reason, you should complete a period of self-isolation for the full 10 days, even if you receive a negative PCR test result.

Fully vaccinated close contacts

Since 16 August, if you are fully vaccinated (more than 14 days since you received the second dose of an approved COVID-19 vaccine), you do not need to self-isolate for 10 days if someone you have been in close contact with tests positive for COVID-19.

You should get a PCR test on day two and day eight of the 10-day period following last contact with the positive person.

If the PCR test is positive, whether or not you have symptoms, you should complete a period of 10 days self-isolation from the day you first had symptoms, or the day the test was taken if there were no symptoms.

Even if you're fully vaccinated, if you have been identified as a close contact, you are advised not to visit hospitals or care homes for 10 days and to minimise contact with those known to be at higher risk if they contract COVID-19, such as the Clinically Extremely Vulnerable Group (CEV) for 10 days.

Young people (aged five to 17)

Young people (aged five to 17) who are not fully vaccinated and are identified as a close contacts should self-isolate and book a PCR test as soon as possible.

If the PCR test is negative, they can end their self-isolation and should arrange to take another PCR test eight days after the last known contact.

If the young person who is a close contact develops symptoms at any time they should immediately self-isolate and book a PCR test, even if the earlier PCR tests were negative.

If any of the PCR tests are positive, this means they have the infection and they should self-isolate for 10 days, in line with advice for confirmed cases.

Section 3: COVID-19 Operational Procedures

Children under the age of five

Children under the age of five will be encouraged, but not required, to take a PCR test. They do not need to isolate unless they develop symptoms or have a positive PCR result.

Close contacts with positive PCR test in the past 90 days

If you're a close contact who is fully vaccinated, or under the age of 18, and have had a positive PCR test within 90 days of the date of contact, you do not need to isolate and do not need to book tests at day two and day eight.

However, if you develop symptoms, you should isolate and book a PCR. Advice for contacts who started self-isolation before 16 August. If you were identified as a close contact and asked to isolate for 10 days before 16 August you can stop self-isolating if you are fully vaccinated. You should have a PCR test on day two and day eight of the 10 day self-isolation period.

If you are aged between five and 17 and have had a negative PCR test you can stop isolating on 16 August.

Children aged four and under can also stop isolating. They should preferably have a negative PCR.

Health and Social Care workers

If you're a fully vaccinated, health and social care worker and identified as a close contact, you may not be able to attend the workplace during the 10 day period following last contact.

You should refer to the separate guidance for health and social care workers and discuss with your manager if you can attend the workplace.

Ways to make staying at home more manageable

While staying at home it can be helpful to:

- use delivery services, if possible, to deliver things like food shopping and medicines
- order repeat prescriptions by phone or online and ask your pharmacy about getting your medication delivered
- think of other ways to keep in contact with people
- develop a daily routine -get up at the same time as normal and plan how you will spend your day – cooking, reading, tidying, watching TV
- listen to the radio or an audio book if your home feels too quiet
- get as much fresh air as possible

Section 3: COVID-19 Operational Procedures

If possible try and build some physical activity into your daily routine such as cleaning or just getting up and walking about the house.

Financial support and self-isolating

Financial support may be available if you are in a financial crisis or need short term support whilst self-isolating.

Extra financial support

Looking after your mental wellbeing

You may find that social distancing and staying at home can be boring, frustrating or lonely and that your mood and feelings are affected.

You may feel low, worried or have problems sleeping and you might miss being with other people.

There is advice and guidance if about how to look after your mental wellbeing:

- Taking care of your mental health and wellbeing
- Lifeline freephone helpline

NHS 111 service

You can ring NHS 111 for information or advice and they will help you decide if you need to contact your GP. Calling your GP may be necessary if you:

- have an existing health condition
- have problems with your immune system
- feel you're not coping with your symptoms

A remote interpreting service for British Sign Language (BSL) and Irish Sign Language (ISL) users in Northern Ireland has been introduced to provide access to NHS 111(external link opens in a new window / tab) and Health and Social Care services(external link opens in a new window / tab) during the COVID-19 pandemic. More information is available at:

- Coronavirus (COVID-19): information on health services

Advice for blind and partially sighted people

RNIB NI and Guide Dogs have put together advice for blind and partially sighted people during the COVID-19 pandemic. It includes contact information and advice on how to get support in your local community.

- Advice for blind and partially sighted people during coronavirus (COVID-19) (external link opens in a new window / tab)

Section 3: COVID-19 Operational Procedures

More useful links

- [Helplines NI](#)(external link opens in a new window / tab)
- [NICVA Community NI](#)(external link opens in a new window / tab)
- [Minding Your Head - COVID Wellbeing](#)(external link opens in a new window / tab)
- Share this page. [Share on Facebook](#) (external link opens in a new window / tab)[Share on Twitter](#) (external link opens in a new window / tab)[Share by email](#) (external link opens in a new window / tab)

Coronavirus (COVID-19)

- [Contact tracing and testing](#)
- [Coronavirus \(COVID-19\)](#)
- [Coronavirus \(COVID-19\): self-isolating](#)
- [Financial help and practical support](#)
- [General advice \(education, consumers, motoring\)](#)
- [Health advice](#)
- [Information videos, leaflets and posters](#)
- [Regulations and restrictions](#)
- [Staying safe](#)
- [Travel advice and guidance](#)

Specifically, in regards to CSN: Staff required to isolate will be reviewed on a person by person bases. During this review CSN will assess workload, risk and testing. In the first instance until the staff member receives their test results on day 3 they will be taken off all programmes and asked to work from home.

*Please pass on the PHA & Health care guidance you have been given to SMT as soon as possible. This guidance will tell you your specific isolation period.

Section 3: COVID-19 Operational Procedures

StopCOVID NI App

We advise that staff download the StopCOVID NI app. The new StopCOVID NI app will alert users if they have been in close contact with other users who have tested positive for Covid-19.

The app was designed using the Information Commissioners Office "Privacy by Design" principles and therefore uses only anonymised information in its operation.

3.1: Vetting of COVID-19 Symptoms

In order to maintain a safe working environment staff and stakeholders who are spending longer than 15 minutes in our office space must be vetted. Vetting will be carried out by the lead on site at that time, example whoever is in charge of the meeting. Vetting will include a verbal check for the sign and symptoms of COVID-19. The lead must ask every person in attendance if 'Have they come into contact with COVID-19?

'and are they experiencing any sign or symptoms of COVID-19?

If yes that person must leave the premises and go through Test, Track & Trace.

3.2: Failure to Comply

Staff failing to comply with the guidance and restrictions in this document may be subject to CSN disciplinary procedures. Please read your Employee Terms & Conditions

3.3: Lateral Flow Testing

CSN will keep a limited stock pile of Lateral Flow Tests for staff only usage. Staff may be asked to test if they have signs of COVID-19 or if they feel they have been in contact with someone with COVID-19. When requesting a Lateral Flow Test staff must complete the Lateral Flow Test log. Below is from Gov.uk and details information about usage of the Lateral Flow Test.

1) Testing when you do not have symptoms

About 1 in 3 people with coronavirus do not have symptoms but can still infect others.

Getting tested regularly is the only way to know if you have the virus. If people test positive and self-isolate, it helps stop the virus spreading.

Take the test twice a week (3 or 4 days apart) and get more tests as and when you need (see below).

2) Help taking the test

Remember:

- always read the instructions before you start
- watch the short video: how to take a rapid test
- get the instructions in other languages and formats (easy read or large print)

For more help and advice, go to: <https://www.gov.uk/covid19-self-test-help>

Section 3: COVID-19 Operational Procedures

3) Always report every result – whatever it is

Report every result (positive, negative or void) to the NHS on the day you take the test (and no later than 24 hours). Try to do it as soon as you get the result. Save time: report online and use your NHS Login (you can set one up the first time you report).

Go to GOV.UK: <https://www.gov.uk/report-covid19-result>

4) If you test negative, positive or get coronavirus symptoms

If you test negative, keep following coronavirus advice including regular handwashing, social distancing and wearing a face covering.

If you test positive or get coronavirus symptoms, make sure you self-isolate immediately and get a PCR test (a different coronavirus test) to confirm the result.

For the latest help and advice, go to: <https://www.nhs.uk/coronavirus>

5) Getting more tests

There are different ways to get more rapid lateral flow tests.

Find out more about these including picking them up from local collection points.

In England, go to: <https://www.gov.uk/getting-tested-for-coronavirus>

In Scotland, go to: <https://www.gov.scot/communitytesting>

In Wales, go to: <https://www.gov.wales/rapidtesting>

In Northern Ireland, go to: <https://www.health-ni.gov.uk/workforce-testing>

6) The contact centre

If you have any questions or problems call the contact centre.

Call119

Free from mobiles and landlines

Lines open 7am to 11pm

**END
(25/08/2021)**