



Caring and learning together

Please ensure you read and sign each section, if you have any questions then please contact the HR department on 01824 790600.

Maintaining Confidentiality

No employee of Young Foundations should discuss matters relating to the Organisation with anyone outside Young Foundations. Due to the nature of the work we do, you will from time to time be in possession of highly confidential information concerning the Organisation, its staff and its clients. You must ensure that all information is treated confidentially at all times.

If you are approached to give information to someone outside the Organisation you should not comment, but immediately notify your Line Manager. This rule applies following the termination of employment. Any breach of confidentiality may result in dismissal and the employer will vigorously pursue any breach of this rule at law. Please refer to the Company's Media Policy for further advice.

Should you have any queries or concerns please contact your Line Manager.

I hereby declare that I have read and understood the requirement to maintain confidentiality at all times.

Name in print:

Signed:

Home:

Date:



Caring and learning together

Human Rights Act

Permission to contact at home

Due to the nature of Young Foundations' business we may need to contact you at home.

This document gives your consent for **designated** personnel to have access to your contact details and contact you at home should the need arise.

I hereby give Young Foundations permission to contact me at home for reasons as detailed above.

Signed:

Dated:

Rehabilitation of Offenders Act 1974

The position which you have applied for is subject to the legislation contained in the Rehabilitation of Offenders Act 1974 and the Care Standards Act 2000.

You are required to declare any convictions, cautions, reprimands or final warnings for any and all offences, whether or not these may be considered spent.

Failure to disclose any information that is later found to be correct will lead to summary dismissal.

Have you ever been questioned by the Police, received a caution or warning, been convicted or reprimanded, whether this is classed as spent or otherwise?

Yes/No (Please delete as applicable) If yes, please give details below:

.....
.....
.....
.....
.....
.....

I confirm that the above information is correct and consent to an application being made to the Disclosure Barring Service.

Name (Printed):

Signed:

Date:



Caring and learning together

Working Time Directive

We need to draw your attention to the main provisions of the Working Time Regulations which came into force on 1st October 1998.

The main provision is that the average working hours across a 17 week period are limited to 48 hours per week. This does not mean a limit of 48 hours each week but could mean 40 hours one week and then 56 the next etc.

The legislation allows individuals to voluntarily enter into an agreement that they are prepared to work more than an average of 48 hours per week across a 17 week period. It further allows individuals who have previously given a written undertaking to work more than an average of 48 hours, to revoke the undertaking by giving 7 days notice in writing. It is not the company's intention to alter the way it currently operates and change working hours. However, it is recognised that certain individuals may, from time to time, exceed the average of 48 hours across a 17 week period and rather than engage additional employees or introduce changes to our existing work patterns, it would be sensible to ascertain those employees willing to exceed 48 hours average per week.

I acknowledge receipt of the above information and would like to record the following.

Please tick appropriate box

I agree to voluntarily work in excess of an average of 48 hours per week over the specified period and will give seven days notice, in writing, if I wish to revoke this undertaking.

I do not wish to work more than an average of 48 hours per week over the specified period.

Name (PRINTED)

Signed

Date

Privacy Policy

I have read and understand the Young Foundations Privacy Policy [Our Privacy Policy - Young Foundations](#) and agree to Young Foundations storing my details as stated in the Policy.

Signed:

Date:



Caring and learning together

Consent Form for the Use of Your Image

This form asks you to consent to the use of your image by Young Foundations. Your image may be used in our printed publications including newsletter, in press releases, on videos, on social media channels, in presentation materials and on our website. It may also appear in our advertising and in the local/national media including TV and radio.

Young Foundations will sometimes use photos/images/video footage for publicity purposes, both internally and externally. Young Foundations may use a picture of you, which may display identifying features, Young Foundations may also make reference to where you are living. Your personal contact details will remain strictly confidential.

In order to comply with the UK Data Protection Act, your permission is needed before we are able to use a photo/image/video footage of you. No photo/image/video footage will be used without your permission. You may remove your permission at any time, to do so, please contact HR@youngfoundations.com. Please be advised that when information is published online, we cannot guarantee that all information will be retracted.

Please read the above fully and indicate below if you consent to the use of your image as outlined above.

I give my permission for Young Foundations to use photos/images/video footage taken of me to publicise them within the above listed formats

I do not give permission for Young Foundations to use photos/images/video footage taken of me to publicise them within any format

Name (Printed):

Signed:

Date:
