

# Welcome to Airedale NHS Foundation Trust



Address: Airedale NHS Foundation Trust, Skipton Road, Steeton, Keighley, West Yorkshire  
BD20 6TD

Telephone: 01535 652511

Website: [www.airedale-trust.nhs.uk](http://www.airedale-trust.nhs.uk)

Hello,

Welcome to Airedale NHS Foundation Trust.

We are delighted that you made the decision to move to the UK and join our dedicated team. We know you've taken a big step in deciding to move to the UK to start the next stage of your career and want to assure you that you will be both welcomed and supported especially in the early days as you settle into work in the Trust and into the local area.

To help you, we have put together the welcome pack that includes essential and financial information and helpful advice on travel, accommodation, your local area and things to do in your free time.

Airedale is a high performing Foundation Trust consistently in the top 10 nationally for the quality of care. The Trust has close to the lowest Hospital Standardised Mortality Rate in England. Staff tell us in the Staff Survey and Staff Friends and Family Test that they would recommend the Trust to family and friends as a place to receive treatment and as a place to work.

**Our award winning hospital** is in an award winning location providing genuine opportunities for a great work-life balance. Yorkshire has been voted as the third best region in the world by Lonely Planet in 2014, and our local town of Skipton has been voted as the best place to live in the UK by the Sunday Times, commending its top class schools, great transport links, low crime and beautiful surrounding countryside.

The trust and our partners across the health & social care economy are committed to our Right Care Vision – *right care, right place, first time*. This is truly focused on empowered patient-centred care, whether that be, at home, hospital or other care setting. We are currently radically altering the hospital dominated delivery model to one based on diversified services delivered at the most appropriate point for patients, and want to attract the right people to help us meet our objectives.

The key to us maintaining high standards of quality, safety and patient experience is our ability to recruit, retain and develop capable and committed staff. We provide excellent training and development opportunities and encourage and support career development. We also offer a range of support and benefits for staff in recognition of the high quality service provided.

We are enthusiastic about creating an atmosphere of continuous improvement right across the Trust that will enable staff to develop a sense of pride and respect and will in turn create a happier and more productive working environment.

If you have any problems or queries in your first few weeks, the team is always here to help. Please see below list of contact names and numbers.

**Switchboard**

01535 652511 (0 if calling from inside the hospital)

**Security**

Bleep via switchboard. Bleep number 5555

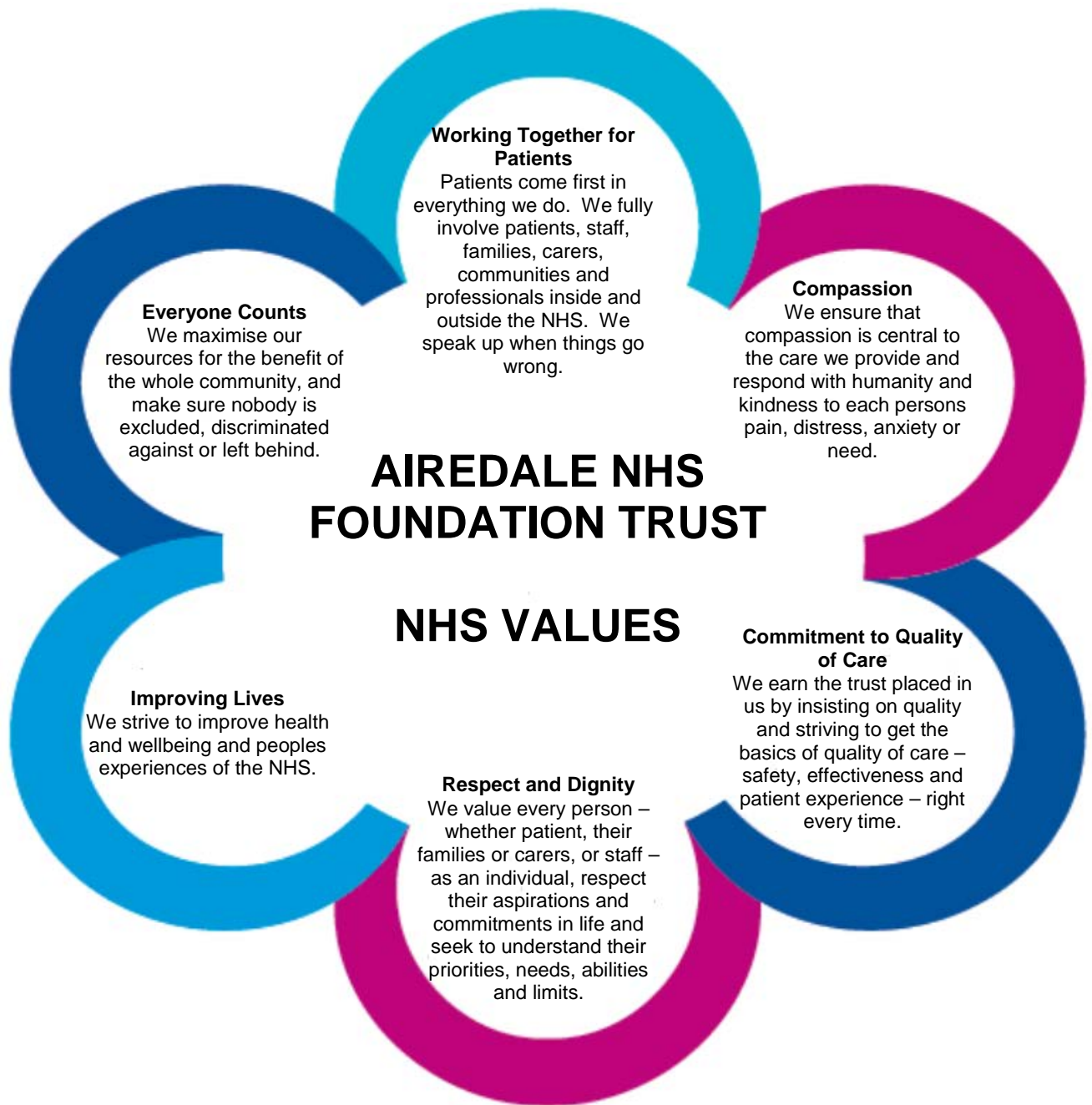
**Recruitment**

01535 294862

**Employee Health & Wellbeing**

01535 294401

## Trust Values



## Useful Information

### Contacting home

It is a good idea to get yourself an English mobile phone while you are here, you can buy a reasonably priced pay as you go phone that you can use to contact any friends you make over here. Alternatively you can buy an English SIM card to put into your phone.

Independent retailers, high street shops and small news agents often sell phone/top-up cards. EE, Vodafone & 3 are the major mobile network providers in the UK however Lebara or Lycamobile are the cheapest networks for international calls.



<https://mobile.lebara.com/gb/en/>

mobile.lebara.com/gb/en/

### The Best Monthly SIM Only Plans

1GB	2GB	6GB	8GB
500 UK minutes Unlimited UK texts 100 International minutes	500 UK minutes Unlimited UK texts 100 International minutes	Unlimited UK minutes Unlimited UK texts 100 International minutes	<b>UNLIMITED</b> UK minutes & texts International minutes
<b>£5</b>	<b>£7</b>	<b>£10</b>	<b>£15</b>
<a href="#">Buy Now</a>	<a href="#">Buy Now</a>	<a href="#">Buy Now</a>	<a href="#">Buy Now</a>

<https://www.lycamobile.co.uk/en/special-offers/>

lycamobile.co.uk/en/sim-only-deals/#/international

Lycamobile United Kingdom [change](#) English [Download](#)

HOME PLANS RATES TOP-UP PHONE SHOP OFF

All In One 10	All in one Plus 15	All in one Plus 20
<b>£ 10.00</b> 30 Days	<b>£ 15.00</b> 30 Days	<b>£ 20.00</b> 30 Days
<b>1GB</b> Data	<b>5GB</b> Data	<b>10GB</b> Data
<b>500</b> UK mins	<b>Unlimited</b> UK mins	<b>Unlimited</b> UK mins
<b>1000</b> UK texts	<b>Unlimited</b> UK texts	<b>Unlimited</b> UK texts
<b>500</b> International mins	<b>Unlimited</b> International mins	<b>Unlimited</b> International mins
<b>EU Roaming</b>	<b>EU Roaming</b>	<b>EU Roaming</b>

### Currency

Currency in the UK is the Great British Pound (GBP £). There are 100 pennies (1p) in a pound (£1)

We have the following coins (there are 100 pennies in £1): 1p, 2p, 5p, 10p, 20p, 50p, £1 and £2.

We have the following notes: £5, £10, £20 and £50.



## Opening a Bank Account

All you need to know about opening a bank account can be found here:

<https://www.bba.org.uk/publication/leaflets/opening-a-bank-account-if-you-are-new-or-returning-to-the-uk/>

We are unable to recommend any individual bank and we would suggest you research which bank account would work best for you and your needs. However recently our staff arriving from outside of the UK have received great support from our local branch of Barclays bank. Please inform the recruitment team if you would like to be put in contact with them.



## National Insurance Number

To work in the UK you need to have a National Insurance (NI) Number, it is against the law to work without a NI Number and so it is important to sort this out as soon as you get to Airedale. If you are joining us on a Tier 2 visa you will receive your NI number as part of your Biometric Residency Permit.

## Accessing Medical Treatment

It is worthwhile arranging to have an E111 card before you travel. This is a European Health Insurance Card (EHIC) and can be used to cover any necessary medical treatment due to either an accident or illness within the European Economic Area (EEA). It will entitle you to state provided medical treatment. You will also need to register with a General Practitioner (GP) when you arrive in the area.

A list of nearby GP practices can be found at:

<http://www.nhs.uk/Service-Search/GP/bd20-6td/Results/4/-1.9626796245575/53.8980178833008/4/0?distance=25>

A list of nearby NHS Dental practices can be found at:

<http://www.nhs.uk/Service-Search/Dentists/bd206td/Results/12/-1.9626796245575/53.8980178833008/3/0?distance=25>

There are pharmacies located in Sutton in Craven and Crosshills, both of which are within walking distance of the Hospital. There are also a number of pharmacies and GP practices in Keighley.

## Religious Information

Hospital also provide its own spiritual, religious and cultural support through our in-house chaplaincy service in addition to the medical and other associated care and treatment.

Friday: Friday Prayers in the Muslim Prayer Room. Please see the notice within the Prayer Room for the current time.

Saturday: Roman Catholic Vigil Mass, in the Chapel, at 6.30pm

Sunday: Ecumenical Holy Communion which is open to all Christians, at 11 am.

For more details please visit: <http://www.airedale-trust.nhs.uk/services/chaplaincy/>

There are various religious places nearby Hospital. See the following links,

<https://www.stanneskeighley.org.uk/>

<http://www.bradfordmandir.org/>

<https://en-gb.facebook.com/pages/category/Education/Jamia-Masjid-Keighley-315715528480092/>

### **Local Restaurants / Takeaways**

There are a number of restaurants and take away nearby – many of these are available via the Just Eat Website / App– [www.just-eat.co.uk](http://www.just-eat.co.uk)

### **Indian**

- Zolsha, Chrosshills - <http://www.zolshacrosshills.co.uk/>
- Shimla Spice Keighley- <https://shimlaspicerestaurants.co.uk/Menu/4170/shimla-spice-keighley>
- Khalids, Keighley - <http://www.khalidsrestaurant.co.uk/>

### **Italian**

Amici, Keighley - <http://amici.uk.com/>

Stefanos, Silsden (collection only) - 01535 658555 - <https://www.findthatmenu.com/stefanos-silsden-menu/>

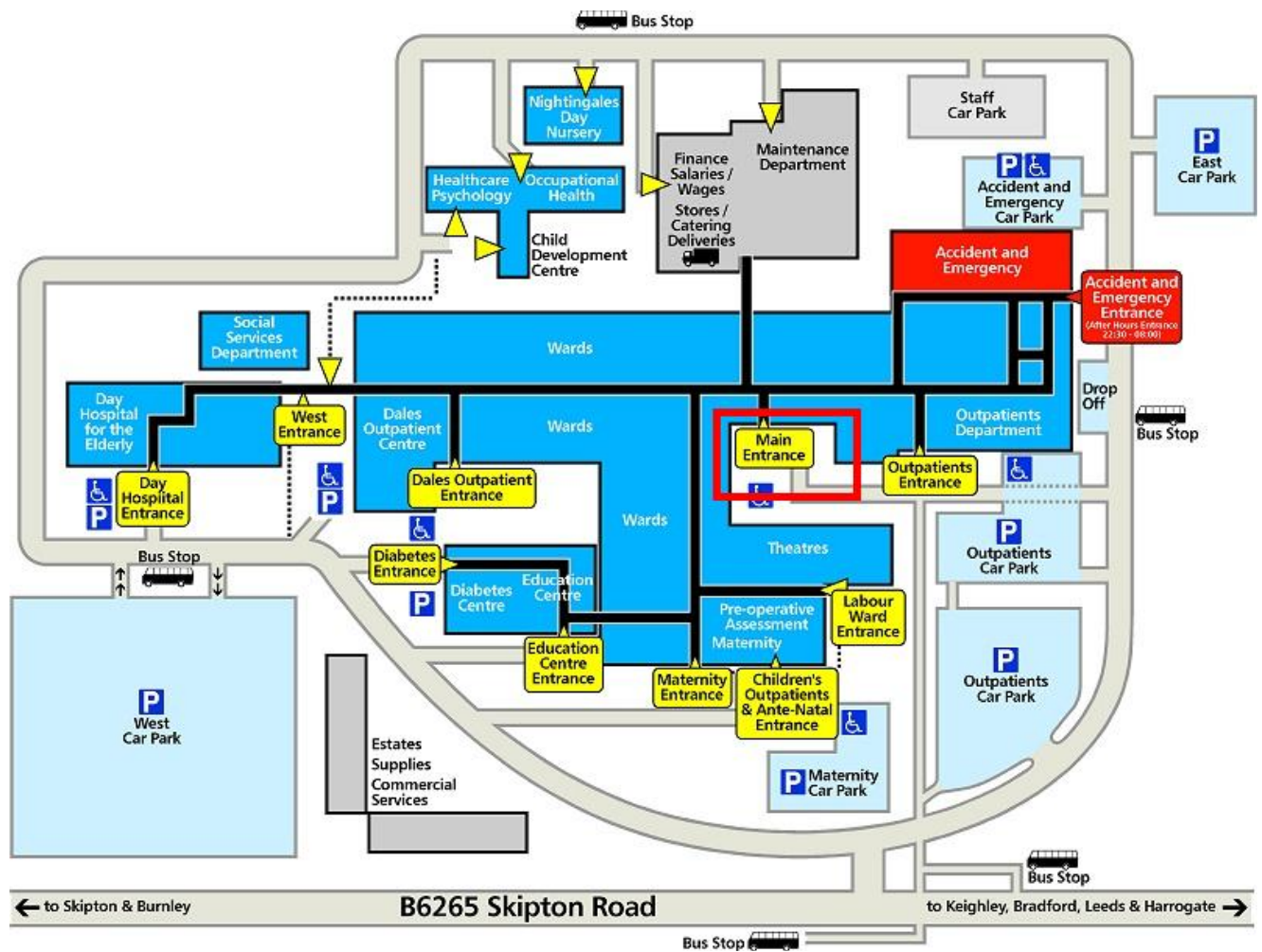
### **Supermarkets**

- ALDI- Keighley Road, Silsden, Keighley BD20 0EA
- ASDA Super Store - Bingley Street, Keighley BD21 3ERMorrison's, Keighley
- Sainsburys -Sainsburys Centre, 1 Cavendish St, Keighley BD21 3RU
- Shans Multicultural Supermarket (Asian Food) – Shans Buildings, Alice Street, Keighley BD21 3JD

### **Other Helpful Information**

- Staff at the Trust are paid on the last working day of each month.
- The tap water in the UK is safe to drink.
- Electricity is 240v and the plug sockets are 3 pin
- Most Supermarkets are open 24 hours a day, however they do close early on a Sunday. Many shops are closed on a Sunday in Keighley, however there are shops open in Skipton on Sundays.
- The train station local the hospital is Steeton and Silsden – from here you can travel to Skipton, Keighley, Bradford and Leeds directly. You can reach further afield from Leeds e.g. Manchester, Sheffield, London.
- If you show your ID badge when paying in the staff restaurant (Café T'Aire) you will receive a 30% discount off all hot meals and snacks and any cold food produced in house.
- There is free public wifi in the main hospital building
- When you go shopping all carrier bags are charged at 5p each so it is advisable to take bags with you when possible.
- There is a cash machine (ATM) on the top landing in the hospital – just above main reception. There is also a cash machine at the Co-Op store situated on the main road at the top of the hospital grounds.
- There are Amazon Lockers available in the staff restaurant
- Emergency services can be contact by calling 999 (Police, Ambulance and Fire)
  - Non emergency police contact number is 101
  - Non emergency health issues – contact NHS Direct on 0345 850 2079

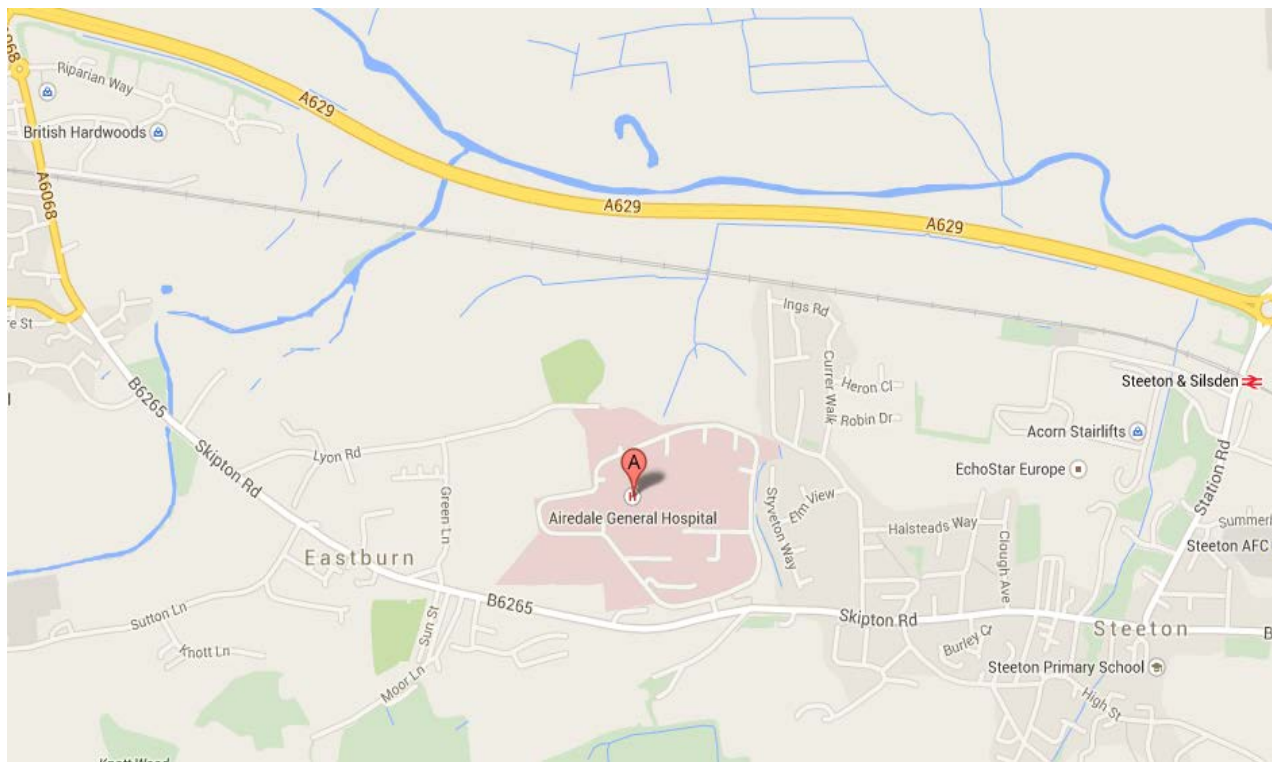
# Map of Airedale General Hospital



There is an interactive map of the Hospital on the Trust website – this can be reached using the following link: <http://www.airedale-trust.nhs.uk/map/>

# Getting Around

Airedale is a busy acute hospital with good but limited parking facilities. We encourage all who can to use public transport to come to the hospital.



## By Road

The Trust is on the B6265 road between Keighley and Skipton.

The largest car park is found by turning left at the entrance to the hospital. Follow the slip road down the hill and take the first turn left at the bottom of the slope. This is the entrance to the West Car Park. From here you enter the hospital by the West Car Park Entrance which brings you in on Level One. There are also a number of other, smaller, Pay & Display car parks around the hospital site.

## Train times

There is a train station a 10 minute walk from Airedale General Hospital which has really good links around the UK. Information on trains can be found at: [www.thetrainline.com](http://www.thetrainline.com), [www.nationalrail.co.uk](http://www.nationalrail.co.uk), [www.nationalexpress.com](http://www.nationalexpress.com)

## Bus times

There are two bus stops on the main road (B6265, Skipton Road) outside the hospital as well as three bus stops within the hospital grounds.

All bus stops have information screens to let passengers know when their next bus is due. For bus times please call Metroline on **0113 245 7676** or visit [www.wymetro.com/BusTravel](http://www.wymetro.com/BusTravel).

Transdev run high quality bus services in and around Keighley and the Worth Valley, with regular services to Bradford, Leeds, Skipton, Ilkley and Hebden Bridge.

There are bus stops both in the grounds of the hospital and on the road just outside of the hospital with a regular bus service running to Keighley and Skipton.

<http://www.keighleybus.co.uk/KeighleyAndDistrict.htm>



**Taxis**

A range of taxi services are available to use in the area if you would prefer a quicker, private or more direct form of travel. Please see below for approximate costs for a taxi from Airedale General Hospital to:

Keighley Town Centre - £6

Skipton Town Centre - £9

Bradford City Centre - £16

Leeds City Centre - £30

Silsden (Aldi Stores) - £3.50

Steeton and Silsden Taxi: 01535 656566

Aireside Taxi: 01535 630000

Arrow Taxi: 01535 608888

Metro Taxi: 01535 600600

**Driving**

For information about driving in England, please visit: [www.gov.uk/driving-nongb-licence](http://www.gov.uk/driving-nongb-licence)

## Onsite Accommodation

The Trust has secure onsite accommodation which is based next to the P3 (west) Car Park in the hospital grounds.

The Trust, in partnership with Yours Housing, offers accommodation for single people, couples and families. We have four bedroom shared flats – each person has their own bedroom with en-suite facilities. We also have one bedroom, two bedroom and three bedroom self contained flats and three bedroom mews houses. Cars may be parked in the car park adjacent to the accommodation for a small weekly/monthly charge.

In single accommodation, monthly rent includes heating, electricity, water rates, council tax and covers the cost of a cleaning service to the communal areas within each flat, Monday to Friday (normal working days). Rent for all self contained flats and houses does not include any of the above.

A salary sacrifice scheme is in operation for anyone staying for 6 months or more in the accommodation.

For more information please contact the Trust Accommodation Office on 01535 294531 or Phillip Robinson, Accommodation Officer yours Housing, 01925 592820.

***Please note the accommodation buildings are strictly no smoking – if you smoke you must do so outside the building. Smoking inside the building will not be tolerated and may result in you been asked to leave.***

### Other Options for Accommodation

If you want to look for alternative accommodation after the initial 3 months you can look at the following websites:

[www.rightmove.co.uk](http://www.rightmove.co.uk)

[www.your-move.co.uk](http://www.your-move.co.uk)

There are a number of estate and letting agents in the area, some of which have been invited to attend the market day on 13th November. This will give you an opportunity to see what is available in the areas local to the Trust.

SKIPTON	ILKLEY	KEIGHLEY
Hunters Estate Agents www.huntersnet.co.uk - 01756 700544	Hunters Property Group www.huntersnet.co.uk - 01943 660500	Dacre Son & Hartley Tel: 01535 447027 (Sales) Tel: 01535 447023 (Lettings)
Harrison Boothman www.harrison-boothman.co.uk - 01756 799993	William H Brown Estate Agents www.williamhbrown.co.uk - 01943 600456	Green Partnership Tel: 01535 447032
James Pye & Son www.jamespye.co.uk - 01756 700007	Harrison Robinson Estate Agents www.harrisonrobinson.co.uk - 01943 968086	Knowles Estate Agents Tel: 01535 447029 (Sales) Tel: 01535 653102 (Lettings)
Dacre, Son & Hartley www.dacres.co.uk - 01756 701010		McManus & Poole Tel: 01535 447021 (Sales) Tel: 01535 447022 (Lettings)
Windle Beech Winthrop Ltd www.wbwsurveyors.co.uk - 01756 692900		Whitegates Tel: 01535 447030 (Sales) Tel: 01535 447031 (Letting)
Carling Jones Estate Agents plus.google.com - 01756 799163		Wilman & Lodge Tel: 01535 447035

# Education

For a comprehensive list of Schools and Childrens Establishments in our region please visit the following websites:

North Yorkshire County Council - <http://www.northyorks.gov.uk/article/27368/Find-your-local-school-or-childrens-establishments>

City of Bradford Metropolitan District Council - <http://bso.bradford.gov.uk/council/schools/schoolfinder.aspx>

## Primary Schools

Please see below a number of primary schools local to Airedale NHS Foundation Trust

Eastburn Junior and Infant School (0.42 miles)  
Green Close, Eastburn, Keighley, BD20 8UX  
192 pupils, 5-11 years, State funded, Mixed gender

Steeton Primary School (0.65 miles)  
Market Street, Steeton, Keighley  
281 pupils, 4-11 years, State funded, Mixed gender

Kildwick Church of England Voluntary Controlled Primary School (1.12 miles)  
Priest Bank Road, Kildwick, Keighley  
131 pupils, 4-11 years, State funded, Mixed gender

Sutton in Craven Church of England Voluntary Controlled Primary School (1.19 miles)  
Main Street, Sutton in Craven, Keighley  
83 pupils, 4-11 years, State funded, Mixed gender

Sutton-in-Craven Community Primary School (1.21 miles)  
Bridge Road, Sutton in Craven, Keighley  
191 pupils, 4-11 years, State funded, Mixed gender

Hothfield Junior School (1.36 miles)  
Hothfield Street, Silsden, Keighley 277 pupils, 7-11 years, State funded, Mixed gender

Aire View Infant School (1.38 miles)  
Elliott Street, Silsden, Keighley  
291 pupils, 3-7 years, State funded, Mixed gender, Nursery provision

Glusburn Community Primary School (1.44 miles)  
305 pupils, 3-11 years, State funded, Mixed gender

## Secondary Schools

Please see below a number of secondary schools local to Airedale NHS Foundation Trust

South Craven School, Holme Lane, Cross Hills, Keighley, BD20 7RL

Type: Academy (incl. Free Schools)      Gender: Mixed      Start/leave age: 11 to 18  
1.7 miles away

University Academy Keighley, Green Head Road, Utley, Keighley, BD20 6EB

Type: Academy (incl. Free Schools)      Gender: Mixed      Start/leave age: 11 to 18  
1.7 miles away

Beechcliffe Special School, Green Head Road, Utley, Keighley, BD20 6ED

Type: Special School      Gender: Mixed      Start/leave age: 11 to 19  
1.7 miles away

The Holy Family Catholic School, Spring Gardens Lane, Keighley, BD20 6LH

Type: Maintained School      Gender: Mixed      Start/leave age: 11 to 18  
1.9 miles away

Oakbank School, Oakworth Road, Keighley, BD22 7DU

Type: Maintained School      Gender: Mixed      Start/leave age: 11 to 18  
3.0 miles away

Brooklands School, Burnside Avenue, Skipton, BD23 2DB

Type: Special School      Gender: Mixed      Start/leave age: 2 to 19  
5.0 miles away

Bingley Grammar School, Keighley Road, Bingley, BD16 2RS

Type: Maintained School      Gender: Mixed      Start/leave age: 11 to 18  
5.0 miles away

Parkside School, Parkside Terrace, Cullingworth, Bradford, BD13 5AD

Type: Maintained School      Gender: Mixed      Start/leave age: 11 to 18  
5.3 miles away

Ermysted's Grammar School, Gargrave Road, Skipton, BD23 1PL

Type: Maintained School      Gender: Boys      Start/leave age: 11 to 18  
5.5 miles away

Skipton Girls' High School, Gargrave Road, Skipton, BD23 1QL

Type: Academy (incl. Free Schools)      Gender: Girls  
5.6 miles away



## Local Attractions

### **Bolton Abbey**

Bolton Abbey is in the heart of the Yorkshire Dales on the banks of the River Wharfe. With just under 30,000 acres of beautiful countryside, over 80 miles of footpaths and ample space to run around.

### **Burnsall**

Burnsall is a picturesque riverside village downstream of Grassington. Situated by an ancient packhorse bridge crossing a bend in the meandering river Wharfe.

### **Clitheroe**

Clitheroe is an historic market town in the Ribble Valley, approximately 20 miles south west from Skipton. Its streets of attractive buildings are watched over by the Norman castle.

### **Embsay and Bolton Abbey Steam Railway**

The Embsay & Bolton Abbey Steam Railway (E&BASR) was formed in 1968 and re-opened in 1981. The preserved railway was part of the former Midland Railway route from Skipton to Ilkley. The E&BASR...

### **Grassington**

Grassington is a traditional dales village with its main street full of family run shops selling food, crafts and gifts, whilst in an attractive location above the River Wharfe.

### **Haworth and the Bronte Country**

Haworth is a village about 16 miles south of Skipton. It is best known for its connection with the Bronte family. It also has a station on the preserved Worth Valley Railway.

### **Ilkley**

Ilkley is a spa town on the River Wharfe. It is about 10 mile east of Skipton. The town developed during the Victorian period when it was a fashionable place to visit for Hydro treatment.

### **Malham**

Malham is a pretty village, surrounded by limestone dry-stone walls, with a stream running through the village. There are many walks that start from here, both easy and strenuous including Malham Cove.

### **Pateley Bridge**

Pateley Bridge is a small market town approximately 20 miles north east of Skipton and is in the Nidderdale Area of Outstanding Beauty.

### **Saltaire**

Saltaire is a village that was built in the 1850s to accommodate a large textile mill and its workers near the Leeds and Liverpool Canal and the railway.

### **Settle**

Settle is a market town about 16 miles north west of Skipton. The area of limestone landscape nearby offers picturesque scenery with many opportunities for outdoor pursuits.

### **Upper Wharfedale**

This beautiful area typifies the Dales landscape of dry-stone walls, barns, river valleys, rock strewn moorland and flower-rich pasture. In the past, parts of the area were scarred with lead mining.

For further information on places to visit, things to do, places to stay and places to eat visit:

Welcome to Skipton ([www.welcometoskipton.com](http://www.welcometoskipton.com))

Visit Bradford ([www.visitbradford.com](http://www.visitbradford.com))

Visit Leeds ([www.visitleeds.co.uk](http://www.visitleeds.co.uk))

# Staff Benefits

## Staff Benefits

Further details on the Trust Staff Benefit can be found on the Trust website under the Work with Us section or via the following link:

<http://www.airedale-trust.nhs.uk/work-with-us/staff-benefits/>

## Counselling services

The Trust offers a confidential counselling service, which is available to all staff. It is open to anyone wishing to seek help or support for a work related or personal matter. Examples include occupational stress, bereavement or relationship issues. The service is offered by the Employee Health and Wellbeing Department and is free of charge to employees.

## K-Card Extra Scheme

The K-Card EXTRA ticket gives unlimited travel on all Transdev Keighley & District bus services and also on Transdev Burnley & Pendle buses between Colne and Keighley. For where you can use the card contact Keighley and District buses 01535 603284 or visit their website at: [www.keighleyanddistrict.co.uk](http://www.keighleyanddistrict.co.uk)

The current discounted price is £540 compared with a normal price of an annual K-Card Extra. This discount is passed on to the employee. You then repay the Trust by 9 monthly deductions from salary.

Visit the Human Resources Intranet page for further information and an application form.

## Financial Benefits

### Blue Light Card

Blue Light Card is a discount service for the Emergency Services, NHS and Armed Forces. They provide discounts online and on the high street through a physical Blue Light Card. With a free mobile app you will easily be able to find your discounts whilst out and about and on the go.



There is an initial charge of £4.99 to purchase your card which can easily be covered once you start to use your card. Apply at:- <https://www.bluelightcard.co.uk/index.php> or find them on social media.

## Health Service Discounts

Health Service Discounts has a huge range of discounts and benefits available for NHS employees and their families. It is free to join the scheme. From holidays to car insurance, mobile phones to fashion we offer exclusive deals from top names like Jet2holidays, Clarks, Virgin Holidays and Apple. Apply at:- <https://healthservicediscounts.com/>



## Company Shop

Want to save up to 70% off your weekly shop for FREE?

As an NHS employee, you can! Simply apply to become a member of Company Shop. They take surplus products, that are perfectly good to eat or use, and sell them in their stores to members at great value prices. Apply at:- [www.companysshop.co.uk](http://www.companysshop.co.uk). You will usually receive a reply within 48 hours following your application. Once approved, you will need to take your NHS identity card, wage slip or bursary entitlement with you as proof of employment when you collect your card from store.



The nearest location is: **Wentworth Way, Wentworth Industrial Estate, Tankersley, Barnsley, South Yorkshire, S75 3DH.**

## **Pension**

The NHS pension scheme is one of the best in the country. As a member you get a package of pension benefits which are guaranteed by law when you become entitled to them. This includes:

1. A pension and tax free lump sum when you retire
2. Life assurance cover of twice your annual pay
3. Redundancy benefits
4. Options to increase benefits
5. Family benefits

For more information about pension benefits contact the finance department on 01535 294933 or visit [www.nhsbsa.nhs.uk](http://www.nhsbsa.nhs.uk).

## **Staff Lottery**

The staff lottery is open to all permanent employees of Airedale NHS Foundation Trust. It provides cash prizes for winning staff who take part every month and also makes 50% of the prize fund available for the health and wellbeing of all staff through applications for funds for staff benefits to the lottery committee.

Signed application forms must be sent back to the Lottery Administrator by the 14<sup>th</sup> of each month to ensure they are entered into that month's draw. Further details – together with a downloadable version (PDF) of the application form to join the staff lottery – are available on trust intranet / SharePoint site, under Communications.

## **Bradford District Credit Union**

Bradford District Credit Union is an ethical savings and loans company run by their members who live within the Bradford District. They are a friendly alternative to high street banks, doorstep loan sharks and other costly money-lenders.

### *Savings*

Key features

- Instant Access – Withdraw your money when you like
- Flexible – Vary the amount you save
- Convenient – Save via standing order, payroll or cash
- Safe – All savings are protected by the FSA
- Compensation scheme
- Annual Dividend paid to all members\*
- Children can save too with our new Junior Savers account

## **Cycle to work**

Through Cycle2Work the Trust can provide you with a new bicycle and the appropriate cycling equipment. Contact Marie O'Horo, Payroll Assistant on x4906 or via email at: [marie.ohoro@anhst.nhs.uk](mailto:marie.ohoro@anhst.nhs.uk) for more details. Providing the main use of the bike is for commuting to work, you will incur no Income Tax and National Insurance deductions on the benefit.

## **NHS Fleet Solutions**

Cost effective car leasing scheme to the NHS and wider Public Sector. Contact tel: 08448 118 228 or visit [www.nhsfleetsolutions.co.uk](http://www.nhsfleetsolutions.co.uk) for more details. Lease a car directly from your wage each month, you will incur no Income Tax and National Insurance deductions on the benefit.

## **Childcare vouchers**

Tax and National Insurance saving. Contact tel: 01535 294092 or email: [victoria.yates@anhst.nhs.uk](mailto:victoria.yates@anhst.nhs.uk)

## **Nightingales Day Nursery**

Onsite childcare provision. Contact tel: 01535 294092 or email: [victoria.yates@anhst.nhs.uk](mailto:victoria.yates@anhst.nhs.uk)

## **Car Parking**

Car parking onsite at Airedale NHS Foundation Trust. Please contact the security department for further details.

## Fitness

### **The Rendezvous hotel swimming pool & leisure club, Skipton**

Grand Fitness offer Airedale NHS Foundation Trust employees a great rate on their monthly membership fee. Employees can join for £25 per month with NO joining fee giving a saving of £70 in the first year alone!

To take advantage of this offer call 01756 797477, email [info@grandfitness.co.uk](mailto:info@grandfitness.co.uk) or take your id badge when you next visit.

#### **Opening hours:**

Monday	7:00 AM - 22:00 PM (last entry 9 pm)
Tuesday	7:00 AM - 22:00 PM (last entry 9 pm)
Wednesday	7:00 AM - 22:00 PM (last entry 9 pm)
Thursday	7:00 AM - 22:00 PM (last entry 9 pm)
Friday	7:00 AM - 21:00 PM (last entry 8 pm)
Saturday	8:00 AM - 20:00 PM (last entry 7 pm)
Sunday	8:00 AM - 20:00 PM (last entry 7 pm)

## Unions

RCN (Royal College of Nursing)

Unison

Unite

GMB (General Union)

BAOT (British Association of Occupational Therapists)

BMA (British Medical Association)

CSP (Chartered Society of Physiotherapists)

RCM (Royal College of Midwives)

The Society of Radiographers

UCATT (Union of Construction, Allied Trades and Technicians)

BDA (British Dietetic Association)

BIOS (British and Irish Orthoptic Society)



# Trust Policy Information

All Trust policies are available on the Trusts Intranet site and are updated on a regular basis.

## Induction Training

To help you settle into your new job at Airedale you will undertake an induction programme which is normally completed in two parts. First your manager will introduce you to your department and your job role and then you will be invited to attend a one day Induction Course. Here you will meet other new staff and learn more about the Trust and important policies and topics such as infection control, fire, health and safety, PALS, medicines code, information and data protection resuscitation, security, equality and diversity. Later you will be required to attend manual handling training before undertaking any lifting duties.

## Confidential Information

The nature of your work may bring you into contact with information (verbal, held manually or on computer) concerning patients or staff, which is personal and highly confidential. **UNDER NO CIRCUMSTANCES** may you divulge such information to any third party or make use of information gained in the course of your employment, except where this is clearly within the remit of your own and the other party's responsibility. This is regarded as a most important aspect of employment in the Health Service and is included as a condition of your employment.

Breach of confidentiality or misuse of information is a disciplinary offence and could lead to dismissal and/or prosecution. If you are in doubt check with your supervisor or manager.

## Fraud & Corruption

It is your duty to ensure that care is taken over the use/security of all property and information belonging to, or held by, the Trust. You have a responsibility to ensure that you inform immediately the appropriate level of management where an actual or suspected fraud or other irregularity has occurred.

## Conduct Standards

In addition to the standards of conduct expected in your day-to-day performance, Airedale staff must be impartial and honest and remain beyond suspicion. You are expected to ensure that the interest of the public we serve remains paramount at all times and that you use public funds to the best advantage of the service, always ensuring value for money. You must ensure that you do not abuse an official position for personal gain or to benefit your family or friends nor seek to advantage private business or other interests in the course of official duties.

Guidance on how to deal with issues such as gifts, hospitality, cheap deals, sponsorship, outside interests etc. is available via the HR intranet page and on a staff information leaflet. If in doubt, check with your Manager.

## Health and Safety

The Trust requires you to:

Co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and that of other persons who may be affected by your actions and, to carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

In the course of your work you should also bring to the attention of your supervisor or manager:

Any situation, which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.

Any matter which reasonably could be considered to represent a shortcoming in the Trust's Health and Safety protection arrangements. You should also familiarise yourself with health and safety policies and procedures which are applicable to your work area. If you have any difficulty with doing this, you should consult your Manager.

Under the Law Trade Unions are entitled to nominate safety representatives from among the workforce to help maintain and develop standards of health and safety. Your Manager will be able to identify for you the safety representative for your Union and work area if one has been nominated.

### **Manual Handling Regulations**

All jobs are assessed for the amount of manual handling involved and all staff must attend appropriate training.

You will automatically be enrolled on an appropriate training course but you should ensure that you receive instruction on any handling or lifting you may do before this takes place.

Advice on back care may be obtained through your Manager, the Employee Health Department or the Manual Handling Co-ordinator, Ward 11, Airedale NHS Trust, ext 3658.

### **Accidents and Unsafe Occurrences**

If you have an accident at work you must report it to your Manager whether you are injured or not. Failure to do so may prejudice payment of benefits at a later date.

You must report both accidents and near misses so that action can be taken to prevent them recurring. Accident/incident report forms are available from your Manager.

### **Equal Opportunities**

The Trust is an equal opportunities employer and your attention is drawn to the Trust's policy shown here, and in particular your individual responsibility to behave at all times in a way which promotes equality of opportunity and access to services.

"Airedale NHS Trust (the Trust) is committed to having a workforce that is valued and whose diversity reflects the communities served thereby enabling the Trust to deliver the best possible healthcare service to those communities.

The Trust is also committed to enabling everyone in the Trust to achieve their full potential in an environment characterised by dignity and mutual respect.

The Trust recognises the past effects of institutional discrimination and seeks to guarantee equality of opportunity for all.

Everyone who works in the Trust, or applies to work in the Trust will be treated fairly and in accordance with this Equal Opportunities Policy. All conditions of service and job requirements should fit with the needs of the service and those who work in it and, unless allowed by law, will be determined regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, beliefs, sexual orientation, domestic circumstances (which includes marital status), social and employment status, HIV status, gender reassignment, political affiliation or trade union membership.

The Trust will strive to be a place where people want to work and to be a leader in good employment practice. The Trust will build on the current legal framework through the establishment of good practice.

If a member of staff is accused of acting in a way that breaches the Trust's Equal Opportunities Policy, the Trust will make every effort to deal with this at a local, informal level, but retains the right to progress the issue through the formal disciplinary channels."

Direct discrimination and instances of racial, sexual or disability harassment will be treated as disciplinary offences and may lead to dismissal.

### **Concern about a Child's or Adult's Welfare**

All those who come into contact with children or adults in their everyday work have a duty to safeguard and promote their welfare.

If you have concerns that a person may be subject to abuse or neglect you should discuss your concerns and any differences of opinion with your manager and/or seek advice from the designated health professional.

Noel McEvoy – Senior Nurse Adult Protection. Tel: 01535 292114

Joanne Newman - Matron Children Services Tel: 01535 292389.

Further information is available via the links below:

[Safeguarding Adults Policy](#)

[Safeguarding Children and Young People Policy](#)

### **Sickness - What to do if you fall sick?**

On your first day of absence through sickness you must notify your Manager or other person in authority in your department as soon as you can on that day but not more than one hour after your starting time. **It is not acceptable to notify your absence via text message or e-mail.** If your first day of absence follows an off duty period you must also tell your Manager the day on which you first became ill. You should give as much information as you can so that the department can plan to cover your duties as far as possible.

If you are absent through sickness for four or more consecutive days (including off duty days) starting with your first day of absence, you must complete a self-certification form. This certificate must be sent to your Manager within seven calendar days of the first day of absence.

If you absent for eight calendar days or more you must obtain a medical certificate from your doctor to cover all further absences in your spell of sickness. These certificates must be submitted to your departmental head as soon as possible but at the latest within seven calendar days of the first day of each certificate.

### **NB: SEND ALL CERTIFICATES TO YOUR MANAGER NOT TO THE DHSS OFFICE**

If you run out of entitlement to SSP or for some reason you are not eligible to receive SSP, the Payroll Department will tell you what to do.

If you are a new employee and you have been sick for 4 or more days in the last 8 weeks of your employment with your previous employer, you must produce form SSP1 (L) when you join the Trust. Your last employer will give this to you.

When you are able to return to work, you should let your Manager know in advance, preferably at least 24 hours before you return. Your line manager will arrange a return to work discussion when you return.

The Trust has the right to discuss the reasons for your absence with you, ask you to see Employee Health Department and to require medical certificates to be submitted at more frequent intervals in any particular case.

You should contact your manager beforehand if you are going to be unavailable for work for any other reason than your health, during a period of sickness. If you are unable to attend for duty because of sickness or any other unplanned reason you must not carry out unauthorised paid employment of any kind, whilst absent due to ill health and/or in receipt of NHS sick pay.

If you fall ill whilst on leave, let your manager know straight away – you may then take the annual leave at another date.

The Trust may require your fitness to return to be assessed by Employee Health before allowing you to return, in order to protect yourself, other staff and clients.

For further details please refer to the management of sickness policy available from your Manager or from the HR Department.

### **Absence from Duty**

If on any occasion you are unable to report for duty because of unforeseen circumstances, you must notify your Manager in accordance with the sick leave procedure in operation within the department. Paid or unpaid leave may be given according to the circumstances. Unauthorised absence i.e. failure to attend work or absence during the duty period may be considered as misconduct, resulting in disciplinary action and dismissal.

### **Annual Leave and Pay**

Requests for annual leave must be made to your Manager well in advance of the period requested. Leave may only be taken after it is authorised and is subject to the exigencies of the service. All leave must normally be taken within the leave year. Management have the right to defer annual leave requests where these interfere with the effective provision of services.

Conditions relating to annual leave are contained in the Trust Annual leave policy and the Agenda for Change and Medical and Dental handbooks available via HR intranet site. Details of your particular entitlement are specified in your statement of main terms and conditions of employment. Bank holidays are included in annual leave pro rata to your hours of work. If your department is closed on a bank holiday the appropriate number of hours will be deducted from your entitlement.

Annual Leave entitlement for full time staff is 262.5 hours per year. Which equates to 27 days plus 8 statutory bank holidays

### **Employee, Health and Wellbeing**

The Employee, Health and Wellbeing Department is for the use of all staff. The Department has its main base at Airedale General Hospital and is open from 8:30 am to 4:30 pm (4.00pm on Fridays). Services are provided to other sites on a regular and frequent basis.

Nursing and medical staff are available by appointment to give confidential advice and treatment to staff. Vaccinations against certain diseases are available. Staff are advised to use the facilities available to them.

### **Workplace Options - Employee Assistance Programme**

The Employee Assistance Programme is a free, confidential and independent resource to help you balance your work, family and personal life. Available anytime, any day, by phone, email, or online, the service provides information, resources, referrals, and counselling on any issue that matters to you.

Work Life Balance | Relationships | Child care | Health and Wellbeing | Debt | Disability and Illness | Careers | Bereavement and Loss | Stress | Elder Care | Life Events | Immigration | Anxiety and Depression | Family Issues | Bullying and Harassment | Education | Consumer Rights | Workplace Pressure

### **Professional Standards**

Professional healthcare staff are responsible for complying with the relevant standards and codes of practice set by their regulatory or professional bodies. A breach of such standards may lead to action by the Trust independent of any taken by the regulatory or professional body concerned.

### **Uniform and Workwear Policy & Code of Appearance**

Ensuring that all staff look smart, clean and professional is vital to reassuring patients, relatives and visitors to the hospital that they will receive effective and high quality care in a clean environment.

For any individuals employed by the Trust, irrespective of their faith, or religious observance, the following are not permitted under the Trusts policy;

- Very casual or fashion trousers, such as jeans, leggings, sportswear.




- Low waist band trousers showing abdomen/lower back or allowing underwear to be visible.
- Cropped tops showing abdomen or lower back.
- Strapless or revealing tops.
- Heels are acceptable provided they are no more than 3 inches high.
- Very short skirts.
- Clothes with inappropriate or offensive slogans or badges.
- Other items that do not project a professional image.
- Clothes that obscure the face or restrict effective hand washing, or free movement and therefore may directly affect patient safety or communications.

### Uniform Policy for Clinical Staff Wearing Uniform

This applies to clinical staff who do wear uniform. Uniform is provided by the Trust for use on duty and remains the property of the Trust.

<b>'Bare Below the Elbows'</b>	<p>The uniform provided must allow the member of clinical staff to comply with 'bare below the elbow'.</p> <p>Clinical staff who wear uniform must be 'bare below the elbows' when undertaking clinical duties</p> <p>We also recognise the specific needs of our staff on cultural, religious or disability grounds. Therefore disposable sleeves are available through the Supplies Department; these must be disposed of in the same way as disposable gloves.</p> <p>Members of staff who wear bracelets as part of their belief will be expected where possible to remove them or ensure they can be pushed securely up their arms so that effective hand hygiene can be performed.</p> <p>*Advice upon religious or cultural needs may be obtained from the Trust Chaplaincy Service or from the Head of Equality and Diversity.</p> <p>*Adaptations may also need to be made, upon medical advice, in order to respond to health needs in which case Employee Health and Wellbeing Services advice should be sought</p>
<b>Uniforms</b>	<p>Uniform should be of an appropriate fit and well maintained, clean, changed every day, odour free, short sleeved (to address the "bare below elbow" rule).</p> <p>Vests, T-Shirts or under garments should not be visible</p> <p>Pens/scissors etc. should be removed from any pocket that may cause harm to patients, staff or self</p>
<b>Hair</b>	<p>Hair should be clean, neat and tidy, a professional image must be maintained at all times (brightly dyed hair is not acceptable)</p> <p>Long hair should be tied back off the collar (with appropriate bands and clips without other accessories i.e. hair jewellery, clips with attachments that could fall off).</p> <p>Hair fastenings should be minimal</p> <p>Hair beading is not acceptable</p> <p>Moustaches and beards should be short neat and tidy. If members of staff keep longer beards and hair for religious reasons, upkeep must be such that where there is patient contact or other health and safety requirements beards must be covered, tied or contained in a hair net.</p> <p>If covering of the head is a religious requirement the covering must be of a colour that does not clash with corporate requirements and loose ends must be concealed within the uniform for Health and Safety reasons.</p>
<b>Jewellery &amp; Watches</b>	<p>Rings – one plain banded ring may be worn</p> <p>Earrings – one pair of plain small stud earrings only, no hoops should be worn.</p> <p>Wristwatches – must not be worn as they compromise hand hygiene.</p> <p>Fob watches are allowed but should be removed in situations where they are likely to cause injury to patient, visitor, visitors or self.</p> <p>No visible necklaces, chains, bracelets, ankle chains to be worn. This includes all metals and materials, including those worn for therapeutic purposes.</p> <p>No visible body jewellery to be worn, this includes ear jewellery not worn in the ear lobe, nose rings, tongue studs and other visible piercing.</p> <p>The Trust will not be liable for any injury sustained by an employee caused by the</p>

	<p>wearing of jewellery.</p> <p>The security of the jewellery that an employee has been asked to remove remains the responsibility of the employee.</p>
<b>Badges</b>	<p>The following badges are approved:</p> <p>A Trust issued ID badge, which must be worn at all times and be clearly positioned so that staff may be identified by patients and visitors.</p> <p>Badges denoting professional qualifications or approved national campaigns are to be kept to a minimum</p> <p>All badges must be removed in situations where they are likely to cause injury to patient, staff, visitors or self.</p>
<b>Footwear</b>	<p>Should be:</p> <p>Black and be low heeled with black non slip soft soles/soft heels</p> <p>Be clean and well maintained</p> <p>Laces should match shoes</p> <p>All shoes should support the foot, with substantial tread to ensure the safety of the person wearing them</p> <p>Slip on, lace up, Velcro fastening is acceptable (ballet shoes are not appropriate in the clinical area)</p> <p>Suede or fabric shoes are not acceptable as these cannot be polished or machine washed</p> <p>Trainers are acceptable where they are required to undertake a particular role (e.g. Therapy staff in gym areas).</p> <p>Clogs (without holes on the tops), provided they are closed over the foot and toes and provide heel support, are acceptable.</p> <p>Crocs that are plastic or rubber with holes over the foot are NOT acceptable as they do not offer enough protection from sharp objects and bodily fluids.</p> <p>Shoes must be ideally leather, be closed at the toes and cover enough of the foot to ensure bodily fluids do not come into contact with the foot.</p> <p>Appropriate protective footwear will be provided for staff whose jobs require them to wear it. Safety shoes (PPE) will only be provided where a need has been identified in the work area and will be as per the stipulation of the Personal Protective Equipment Regulations.</p>
<b>Hosiery and Socks</b>	<p>Hosiery and socks should be plain and dark</p> <p>Staff not wearing hosiery/socks should ensure that they are maintaining a professional image at all times</p>
<b>Outer Garments</b>	<p>Uniform colour cardigans/sweatshirts must not be worn whilst attending to patients, but may be worn outside the clinical area e.g. staff rest areas, staff restaurant.</p> <p>Staff performing outside duties may wear jackets if their work takes them out of the Trust.</p> <p>No outer garments should be worn in clinical areas including a patient's home when performing clinical duties.</p> <p>All outer garments should be of suitable length when worn over tunics to cover the length of the garment.</p>
<b>Finger Nails</b>	<p>Short, clean &amp; neat finger nails. Nail varnish, false and acrylic nails, nail extensions or nail jewellery/gems are not permitted on fingers. (unacceptable and acceptable nail length pictures)</p> 
<b>Make-up</b>	<p>Should be light and natural and kept to a minimum</p> <p>Light fragrance perfume and deodorants are acceptable</p>
<b>Tattoos</b>	<p>Employees who have tattoos should ensure that they are not visible where possible. New tattoos must be covered with a waterproof dressing until they are healed. In working in an area where 'bare below the elbows' are required the</p>

covering of the tattoo must not contravene this principle.
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### **Dignity at Work**

The Trust recognises that failure to prevent or effectively deal with allegations of harassment and bullying at work may have many potential negative consequences for both individuals and the Trust. Bullying and harassment can cause stress and anxiety for employees, and are serious management issues, as they can lead to absenteeism, low morale and poor performance.

In addition, the Trust has a duty of care to all its staff under the following legislation:

Equality Act 2010 replacing:

- Sex Discrimination Act 1975 (as amended by the Sex Discrimination Act 1986)
- Race Relations Act 1976
- The Disability Discrimination Act 1995
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006
- The Criminal Justice and Public Disorder Act 1995
- The Human Rights Act 1998
- Protection from Harassment Act 1997
- Health & Safety at Work Act 1974
- Employment Rights Act 1997

The NHS Constitution established the principles and values of the NHS in England. The Trust is committed to the pledges and rights laid out in the Constitution to provide support and opportunities for staff to maintain their health, safety and well-being and to protect them against less favourable treatment by fellow employees, patients and others.

The Trust also has a responsibility under Health and Safety legislation to ensure, as far as is reasonably practical, the health, safety and welfare at work of all its employees.

The Trust is legally liable for the behaviour of its staff in the work place and at external work related events, including, potentially, work related social events. However, each employee has an individual responsibility and civil liability, for their own behaviour.

The policy provides a clear statement as to the intent and expectations of the Trust, and the potential consequences to individuals who do not act in accordance with it. In recognition of the fact that the policy deals with both clear cut unacceptable behaviours and also with personal and sensitive working relationship issues, it seeks to provide a flexible framework in which the Trust and individuals can identify and deal with matters by a variety of means, in order to learn from and wherever possible, resolve issues to all parties satisfaction.

### **Special Leave Policy**

It is the Trust's policy to provide an understanding and helpful response to employees to enable them to balance their working and family lives.

This policy sets out the situations in which statutory entitlement to leave may be granted, in order for staff to make emergency care arrangements for dependants, arrangements following bereavement, or the need to make emergency arrangements and deal with domestic crises as well as supporting other external public duties.

The Trust is committed to supporting employees to take time off work for special leave and to helping employees achieve a healthy work life balance. For the purposes of this policy special leave may be requested to enable employees to attend Public Duties including Jury Service; to participate in Britain's Volunteer Reserve Forces or the Territorial Army (TA), and to provide emergency care for dependants. The Trusts promotion of a healthy work life balance is through offering additional

support at times when urgent and unforeseen personal circumstances require them to take time off work.

Special Leave Entitlement Table

TYPE OF LEAVE	ENTITLEMENT
Carer Leave	Immediate Family/Other Family/Close Friend: 1-5 days maximum paid leave in an annual leave year (pro-rata for part time employees)
Compassionate Leave	1 – 5 days paid leave with managers discretion in conjunction with HR (pro-rata for part time employees)
Domestic or other crisis	Maximum of 3 days paid leave (pro-rata for part time employees)
Voluntary Public Duties	Maximum of 5 days paid leave and unpaid leave (pro rata for part time employees)
Justice of Peace	5 days paid leave with the potential for discretionary extension in conjunction with line manager agreement and HR, no restriction on reasonable unpaid leave in conjunction with the line manager and HR (pro-rata for part time employees)
Jury Service	Paid Leave from work – contractual earnings only. Travel/Subsistence to be claimed from court
Territorial Army (TA)	Annual Camps – 5 days paid and 5 days a/l or unpaid leave Mobilisation – unpaid leave
IVF Treatment	5 Days Paid Leave (pro-rata for part time employees) per treatment cycle. Paid Leave given for one treatment cycle in any 12 month period. <b>Partners</b> 1 days paid leave per treatment cycle to attend appointments Paid Leave given for one treatment cycle in any 12 month period
Sabbatical	Up to 12 months unpaid
Cosmetic Procedures	Annual leave or unpaid leave to be taken for any absence

### Reporting Concerns and Whistleblowing

Airedale NHS Foundation Trust is committed to improving the experiences of patients and anyone working for us. The Trust understands it can be difficult to report a concern, particularly one that relates to poor standards of care, professional or other misconduct, including fraud and corruption, and will take appropriate action when such concerns are raised. Patient care and safety is at the heart of what we do.

Most individuals have concerns about what is happening at work at some time or another, and usually these concerns are easily resolved. However, when they are about unlawful conduct, financial malpractice or dangers to the public, colleagues or environment, or about other serious misbehaviour at work, it can be difficult to know what to do. To make it easier for individuals to raise concerns, the Trust has adopted this policy. The policy aims to reassure individuals that it is safe and acceptable to speak up and to enable them to raise any concern at an early stage when they have a genuine concern (not necessarily with proof) and that they do so in the right way.

A “Whistleblower” is a witness not a complainant. Someone who when faced with an acute dilemma does not stay silent or look the other way but raises the matter with the organisation or, if absolutely necessary, other outside body.

This policy should be used if an individual has concerns where the interests of others or of the organisation are at risk, and which they believe the Trust should investigate. However, it should not be used if an employee wishes to make a complaint about an employment issue or how they have been treated. In these cases the Grievance Policy or Dignity at Work Policy should be used.

In some cases, for example, if there are allegations of fraud or corruption, it may be necessary to first consult our Local Counter Fraud Specialist or in extreme circumstances the Police before taking any further steps. Please also see the Trust’s Anti-Fraud, Bribery and Corruption Policy.



## **No Smoking**

NHS properties are required to be virtually smoke free and the Trust is committed to ensuring that staff work in an environment, which is safe.

All premises and Trust vehicles are designated smoke free. Staff are not permitted to smoke whilst on duty or in the grounds of Airedale NHS Trust owned premises. Smoking is not permitted at or in main entrances to Trust property.

Failure to abide by Trust guidelines on smoking at work may result in disciplinary action being taken against you.

Help to give up smoking is available from the Employee Health and Wellbeing Department.

## **Staff Representatives**

The Trust supports the system of collective bargaining and you are therefore encouraged to join an appropriate trade union/professional association. The names and addresses of all new employees are disclosed to the trade unions or professional organisations within the Trust. The names of staff representatives are available via sharepoint, the HR intranet site and from the HR Department.

## **Childcare Information**

For help and advice on all childcare issues contact your local NHS Childcare Co-ordinator:

Vicky Yates, Childcare Provision Manager,  
Ext. 4092,  
Email: [Victoria.Yates@anhst.nhs.uk](mailto:Victoria.Yates@anhst.nhs.uk).

Vicky will be happy to give you information about Ofsted registered childcare providers, including Day Nurseries, Playschemes, out of school clubs in the local area and NHS registered child minding services, together with details of our childcare voucher scheme.

Alternatively contact the West Yorkshire NHS Childcare Support service on 01274 228321.

## **In-house Provision**

Nightingales Day Nursery based at Airedale General Hospital offers full or part time places for 82 children age 10 weeks to 5 years and aims to provide a happy caring environment, where children receive encouragement and stimulation during each stage of development, with expert guidance from our fully qualified staff. It is open 5 days a week 7am to 7pm. Weekend and Bank Holidays opening can be arranged subject to conditions. Staff are able to commit part of their salary for this childcare, which is then non taxable. Details of the nursery and the salary sacrifice scheme are available from Vicky Yates.

## **Email and Trust Intranet**

The vast majority of personal computers in the Trust are connected to the Internet, which gives access to the Trust Intranet, email and the World Wide Web. Public access points are available in the library and we have a Cyber Café in the Dining Room at Airedale General Hospital (AGH).

After you start you are automatically given an email account and will receive documentation from the IT department AGH extn. 4834, telling you how to use the system. Before using the Intranet for the first time please read the conditions of use, which are posted on the main Home Page.

A condition of using the Airedale NHS Trust Intranet is that you agree to the following:

- To use the Intranet/Internet during work time for work purposes only.
- To use the Intranet/Internet for personal purposes in your own time.
- To not download, retrieve, view or transmit images or text of a sexual, pornographic or otherwise offensive nature.
- To refrain from publishing any items which violate the Trust's Intranet Contents Standards.

- To refrain from sending abusive or bullying emails.
- To not disclose a personal password to another person.

Failure to follow these conditions may result in disciplinary action including dismissal and also criminal prosecution. Sites accessed on the Intranet and Internet are logged and monitored.

### **Patient Advice & Liaison Service (PALS)**

If patients, relatives or carers have concerns about our service then staff are encouraged to answer the concern straight away or if this is not possible involve the Modern Matron or relevant manager.

The Patient Advice & Liaison Service (PALS) is also available to help provide confidential advice and support to patients, relatives and carers. The service is based at Airedale General Hospital. Tel: 01535 294019

### **Infection Prevention and Control**

Infection Prevention is an important part of ensuring a safe environment for patients and staff. You are required to be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

### **Mandatory Training**

To ensure your own and others safety you need to ensure you are aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

### **Security**

In the interests of staff and patients, all members of staff are required to wear identification. Your id badge is numbered and is allocated to you alone. It is your evidence that you are authorised to undertake the duties of your job and to be on Trust premises.

The security of staff, patients, users, and the Trust, relies on us all checking that people are authorised to be on site.

If you have a job that is authorised to access certain areas, it will make a record each time you enter or leave that area. Your individual movements will not be monitored, but the information may be used for security purposes, if for example we need to ascertain who entered a particular area on a certain day and time.

If you lose your card you must immediately contact Security on bleep 5555, so that it can be cancelled. You must report it to your manager and complete an adverse event form.

Magnetic Equipment: Please treat your ID badge as you would your credit card and do not expose it to any magnetic equipment which will wipe the programming.

Security Officers are available on the Airedale site at all times. They are contactable on bleep 5555, or via switchboard.

### **Payment of Salaries and Wages**

All staff are paid by bank credit transfer. Staff are paid on the last working day of each calendar month and overtime/enhancements are paid a month in arrears.

Monthly salary is calculated as 1/12 of annual salary.

e.g.	Full time salary	=	£10,000.00
	Monthly	=	£833.33

Monthly staff joining or leaving part way through a month are paid for the fraction of the month worked. This is calculated by dividing the monthly salary by the number of days in that month and then multiplying by the number of days due.

e.g. Employee starts on the 16 March. March has 31 days.

$\frac{16}{31} \times \text{monthly salary} = \text{the pay for the part of the month}$

### **Data Protection – Fair Processing Information Notice**

Airedale NHS Trust needs to keep information about you for purposes connected with your employment or training including your recruitment and when you leave your employment. The sort of information we will hold includes information for payroll purposes, references, contact names and addresses and records (including, for example disciplinary records), study leave and sick leave records, relating to your employment with the Trust. We believe these uses are consistent with our employment relationship and with the principles of the Data Protection Act 1998. The information we hold will be for our management and administrative use only but we may, from time to time, need to disclose some information we hold about you to relevant third parties (e.g. where legally obliged to do so by the Inland Revenue or where requested to do so by you for the purposes of giving a reference or where we need to do so to comply with requests from regulatory bodies or education/training bodies). We may also transfer information about you to another NHS employer should you leave our employment or to the Department of Health for such purposes as workforce planning. We also may keep information about your health for the purposes of compliance with our health and safety and occupational health obligations; for considering how your health affects your ability to do your job and, if you are disabled, for whether you require any reasonable adjustments to be made to assist you at work; or in relation to the administration and management of the pension scheme, sick pay and any other related benefits in force from time to time. If you have provided it the Trust keeps information about your racial or ethnic origin and disability status for the purpose of monitoring the provision of equal opportunities.

Staff or trainees may on written request to the Director of Human Resources obtain details of personal data kept about them by the Trust.

**It is important from your own point of view, as well as that of the Trust, that Personal records are kept up to date so please report to your manager any changes in your personal circumstances, e.g. marriage, change of address and telephone number etc. Changes in name and marital status can only be registered if accompanied by appropriate documentation. Your Manager will give you the correct form to be completed.**

If you change the bank account that your salary is paid into you need to tell Salaries and Wages on the appropriate form and sign it. The form may be downloaded from the Trust Intranet (HR/Forms Download/ESR Bank Details Form).

The Trust holds personal details from your application form and starter documentation forms on ESR (electronic staff record), together with any changes notified during your employment. You may have access to the information kept in your name on request. Initially this information is given free but a charge may be made for subsequent requests.

Personal information, including your location at work, is confidential and will not be disclosed to any unauthorised personnel. **Please ensure that anyone needing to contact you in an emergency is aware of how to contact you. Personal phone calls in other circumstances are strongly discouraged.**

**Hours of Work**

To ensure safety at work the Law and the Trust requires that all employees have reasonable working hours with appropriate breaks and work free periods.

Generally individuals are expected to work no more than 48 hours per week and to have at least one period of 35 hours per week, on average, away from work. (Junior doctors are currently exempt).

If you regularly wish to work more than 48 hours per week, averaged over a 26-week period, you must sign an agreement with the Trust for record purposes. The agreement will specify the period of notice you will need to give if you change your mind and want to work less than 48 hours per week on average.

You are required to inform your manager if you are working elsewhere, either within or outside the Trust, so that your total working hours can be assessed. Failure to do so may result in disciplinary action being taken.

If you require any advice on working time regulations please speak to your Manager or to HR.

**Personal Property**

The Trust takes no responsibility for personal garments or articles lost on Trust or other premises. You should look after and protect your own personal property.

Should you suspect that a loss has occurred, due to burglary or theft, it should be reported immediately to your Manager who will ensure that the appropriate action is taken.

# Reward and Recognition

Airedale NHS Foundation Trust has a reward & recognition scheme.

The purpose of this scheme is to:-

- Recognise great care or patient experience
- Improve staff engagement
- Improve productivity and efficiency
- Support change and transformation
- Encourage new ways of working and behaviours
- Attract, motivate and retain staff to create the workforce of the future.

**The following awards are available:**

**Pride of Airedale Award** – monthly awards given to staff and teams who are recognised by peers as going the extra mile or as unsung heroes, providing outstanding care or supporting colleagues to provide outstanding care.

**Long Service Award** – for any member of staff who reaches 25 years' service at Airedale.

Staff can nominate colleagues for the **Pride of Airedale Awards** in a number of ways:-

- An application form can be printed from the HR & Workforce Department intranet site
- An application form can be requested directly from the HR & Workforce Department
- Nominations can be sent to the Pride of Airedale email address: [prideofairedale@anhst.nhs.uk](mailto:prideofairedale@anhst.nhs.uk)

All Long Service Awards will be automatically recognised when a staff member reaches 25 years' service with Airedale NHS Foundation Trust.