



MIND IN CROYDON

POLICY ON TRIPS AWAY FROM THE WORKPLACE

BACKGROUND

This policy is concerned with travel away from the office for the purpose of taking clients on holiday. It is designed to ensure that there is fairness in the way staff are selected to go on trips whilst still recognising that most trips are undertaken by the Fairfield Club as the social inclusion aspect of going on holiday is part of the Club's remit.

CHOOSING STAFF

The method for choosing which staff go on trips away is first of all to ask staff in the project which is organising the trip, e.g. Fairfield House, who is interested in going. This will be done initially in staff meetings and followed up in an e-mail to take in staff who are not present at staff meetings. The result will be recorded in staff meeting minutes or by an exchange of e-mails. It is not possible to hold up the planning of trips because a certain member of staff is off sick or on some other sort of leave. Planning will still go ahead and if, for example, a member of staff is on long term sick leave, they will unfortunately lose the opportunity to take part in any trip organised while they are not present. Staff in other sections of Mind in Croydon will only be offered a place on holidays away if there are available spaces not filled by the staff in the project which is organising the trip.

When choosing who goes on a trip, the following will be considered:

- Whether staff have recently been on other trips away
- How convenient it is to release them from the project
- Whether they accept that being part of the trip is not just going away, but includes organising and doing work involved in the planning of a trip
- Staff who have been the subject of a disciplinary process may be deemed to be unsuitable to take on the responsibility of accompanying clients away from the project. The Manager of the project will make a decision on this on a case by case basis.

In the final instance, if there are too many staff wanting to go on a trip, the choice will be made by drawing names in a simple ballot i.e. drawing names out of a hat.

The final decision on which staff go will lie with the Manager of the project and if they decide that a member of staff cannot be spared from the project, the Manager's decision is final and non-negotiable.

CLAIMABLE ALLOWANCES

All holidays are booked either as full board or half board although staff are allowed to claim up to £10.00 in expenses per day on production of receipts.

Overtime is not payable on trips. The opportunity to go away, and have air fares, travel expenses, bed and board etc. paid for by Mind in Croydon is recompense for the fact that staff when away are on 24-hour call. No staff are required to go on trips away, it is their decision if they want to put their name up for consideration.

Reviewed and Updated by the Board of Mind in Croydon – October 2015