



WORK OUTSIDE CALDECOTT POLICY STATEMENT

This policy provides the guidance to staff, together with some other considerations, regarding any work which may be contemplated beyond a member of staff's professional duties at Caldecott.

Given that work patterns at Caldecott have been devised to incorporate the Working Time Directive, Health and Safety issues and best quality delivery of standards to children, it is expected that you will devote your whole time and attention to Caldecott during your working time. During your employment with Caldecott you are not permitted to undertake any other employment outside working hours, whether paid or unpaid. If you should be engaged in any other employment or, indeed, have any outside business interests you must seek the written permission of the Foundations Chief Executive, which will not be unreasonably withheld. This condition of your employment is implemented to protect your rights whilst an employee and to ensure that Caldecott receives the best value from your professional services.

If you work here officially on a part time contract and work for the rest of the week elsewhere, or provide volunteer services elsewhere, for example to a youth club or church group, then this is acceptable but should be known to your line manager.

It is acceptable in previously agreed circumstances that some external work may be undertaken in the furtherance of your career aspirations. Any such arrangement must be discussed and agreed with your line manager prior to entering into any commitments elsewhere, and confirmed in writing by the Foundations Chief Executive.

We must emphasise that any work undertaken elsewhere which impinges upon your abilities to carry out duties effectively at Caldecott could lead to disciplinary action being taken here. It could also have serious implications for the Working Time Directive since any hours undertaken elsewhere will almost certainly count against those worked at Caldecott and that is clearly not in anyone's interests. Additionally, if, as a result of other work, a member of staff suffers injury or illness no cover will be provided through salary or time for absences and action against another employer may be sought to recover the cost of cover for any absence directly attributable to other employment.

If in any doubt about any aspect of your professional duties and responsibilities, you should discuss such doubts with your line manager or the Personnel staff for clarification so that any potential misunderstandings may be avoided.

Work undertaken for any other organisation within the hours of your current professional duties is already the subject of potential disciplinary action.

Due to the sensitive nature of the work at Caldecott Foundation it is not practical or acceptable for current employees to foster any of the children or young people that are, or have been, in our care or education. This policy also applies within the first year of resignation or dismissal of ex-employees.

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