

Office Processes



Roots *and* Shoots

2020-2021

WALNUT TREE WALK, KENNINGTON, SE11 6DN

Charity number: 1064070

Roots *and* Shoots

Brief Summary of Office and general Procedures V.1

1. Building regulations

- The building will normally be opened between 8am – 8.30am
- Please remember to sign in
- Please remember to wear your **staff ID** at all times
- If you require rooms to be opened, please see Pat (Caretaker) or Main office staff
- Please do not encourage trainees to loiter in the ground floor main corridor. This needs to be kept clear at all times to allow external and internal users accessibility. They must make use of the Student common room area.
- All windows must be closed at the end of the day. If left open, will set off alarm which will incur a call out charge.
- Please return all keys to the appropriate number.

2. Main Office

- You may have parcels delivered to the Main office, but please ensure this is collected/removed shortly after to avoid clutter
- Please leave paperwork in their appropriate in-trays
- Please return any key to the Key box and place on the correct number
- The Stationary drawer must be kept clean and organised at all times. Please do not make a mess looking for items. If in doubt, ask an office staff member.
- Carrier bags are kept in the bottom drawer (just under 'First aid Box')

3. Finance

- Expense forms (petty cash minimum £20, but we encourage you to total all expenses at the end of the month to enable a BACS transfer).
- Expense forms must be authorised by your line manager prior to purchases. An expense code will then be allocated for the finance team to monitor
- Expenses must be completed on a monthly basis. Please do not accrue expenses over a period of 1 month.
- Invoice template: A template will be provided for staff who do not have their own. Please complete this providing a sequential invoice number, address and full description.
- All invoices must be placed in the office box titled 'Invoices'. Please submit this on time to avoid any delay in payments.
 - For all support staff, please submit 5 working days before the end of the month. Payment will be received 1st or 2nd day of the month. This should include any days you have not worked yet. Any days unworked, will be deducted from your next month's invoice.
 - LSA staff must fill in their timesheets (1 page per month), this then must be signed off by a member of staff at the end of the day.
 - For processing of Interns/Bursaries expenses: please submit 5 working days before the end of the month.

4. Equipment

- Please sign out any equipment you will be using. This includes: iPads, laptops and Camera's
- After use, please return to the correct place and remember to charge so that it is ready for the next user

5. Working Hours, Staff Annual Leave forms & Toil

- Staff are required to complete an annual leave form, This must be signed off by your Line Manager. Once completed please place in Issy's Office.
- All staff are encouraged to take an 1hr break,
- If you accumulate Toil, please discuss with your Line manager on ways to use it up.
- Permanent staff are required to participate at Roots and Shoots yearly events. If worked, the building will be closed the following day.
- We encourage any participation from all casual staff members, and appreciate any volunteering hours they will provide on the day.

6. Registers (Study Programme and SI)

- Please complete your class registers. Make sure you put your name and the date on top and sign the bottom.
- Make sure all students have initialled their names and put the times in correctly.
- Please put all completed registers in the green folder on Andrew's desk on the day the register was taken.

7. Emails

- Please get into the habit of checking these emails – as they will apply to all LSA's. Delete anything that is not important to avoid storage being used up.
- Do not use your personal email account for anything Roots and Shoots related.
- For LSA's - Check the 'subject' heading as it can be directed for your attention
- For any personal emails relating to Pay, HR details, please use your personal email account for communication.
- You can access the Microsoft Webapp anywhere on <https://exchange.simply.ms/owa>

Staff member Work email	
Linda (Director) - Linda@	Elaine (Floristry Tutor) - Floristry@
Andrew (Admin Support) - AdminSupport@	Anita (Functional Skills) - FunctionalSkills@
Angela (Education Manager) - Education@	Sarah (Horticulture Tutor) - Horticulture@
Matt (Operations Manager) - Placements@	LSA's - LSA3@
Maureen (Administrator) - Admin@	Reshma (Retail) - Retail@
Lila (Employability/JobCoach) -- Employability@	Nancy (SALT) - SALT@
Internship Tutors – Internshiptutor@	Jane, Jamie & Joe (School Links) - School.links@

- You must sign out any students who are going off site
- Please let the office know if you go off site (Andrew)
- Please ensure that a contact number is provided to main office.

8. Oyster Cards and Travel Expenses

- Please keep any receipts of travel if you are travelling for business purposes while going offsite.
- If you require Oyster cards, please visit Angela who will be able to provide you with a topped up Oyster card.

9. Employee contact information

- Roots and Shoots employees must comply with all policies and Procedures (refer to 'Roots and Shoots Employee Handbook' and 'Roots and Shoots Policies and Procedure'.
- Please ensure that your emergency contact information is provided.

10. Fire safety and First Aid

- You will find the safety evacuation route in each classroom. in the event of a fire, please lead your group calmly out of the building and assemble by the circular bench in the park, past the **Bubble gate**
- Please have at least 1 First aider accompanying a school trip
- If 1st aid is required on site, please come to the office for medical attention. First aid equipment is located in the draw labelled 'First Aid box'.
- All accidents must be reported in the Accident book
- Please follow all medical protocols for trainers who suffer from Epilepsy or Seizures

11. Big Kitchen and Small Kitchen

- Only Catering staff and Office staff are allowed in the Big Kitchen
- Please do not use or take any items from the Fridge/cupboards
- All staff items should be stored in either the communal fridge or staff fridge (upstairs)
- If any items are needed in the small kitchen please ask a staff member in the office for petty cash.
- Any food that has been kept in the fridges will be thrown away by the catering staff or cleaners.
- Please help to keep the small kitchen tidy at all times. A brown compost bin is kept in the kitchen and can be used for food wastage, tea bags.

12. Orders

- There will be a monthly and bi-monthly process of stationary, resource and any other order. Please make a list and provide the Office so it can be added ASAP.

13. Printing

- A report will be given each month to monitor the usage of printing. We advise that staff please take care when printing.
- Follow the golden rule:
- Avoid printing out single line e-mails or unnecessary copies of documents
- When possible, recycle/reuse paper.

14. Room booking & events

- Upcoming bookings will be sent on a weekly basis. This will be useful information for all to see what is booked in. If you require an extra room, please be sure to contact the Office to book.
- All booking enquiries, event details, organising will be dealt with the Office. For special events e.g Apple Day, Froggy Day. David Perkins will be lead coordinator.
- If using any of the spaces (Hall, Meadow room or Garden room) please ensure this is left clear and tidy after use.
- When using the Natural Roots Building (NRB) room for teaching/activities, please leave tidy/as found - tables and chairs folded and out, projector off, screen up, etc. Please empty bin after your class is finished.
- When using the blue folding chairs, please ensure chair has all 4 rubber feet to avoid the floor getting scratched. Return chairs to the trolley. Please inform David of any chairs with missing rubber feet – so that they can be used for the apple barn.

15. Wildlife Garden/Other grounds

- Please refer to the Protocols guidance for using the Wildlife Garden/other grounds. This is important if you are teaching in these areas and to look out for fox faeces, dead animals, brambles.
- If you spot anything dangerous on grounds, please report immediately to the office or David Perkins.
- Please complete a risk assessment when working in unfamiliar areas.

***You will be required to sign a separate document to state you have read this document.
Please visit your line manager to provide your signature***

Signed by the Director:

Linda Phillips

Date: 9/11/20

Signed by the Chair of Trustees:

J a Stapel

Date: 9/11/20