Welcome

We are thrilled to welcome you to the Play, Adventures & Community Enrichment (PACE) team. By joining us, you're becoming part of a dedicated group of professionals who are passionate about making a meaningful difference in the lives of children, young people, and their families across Camden.

You are now part of a team of over 100 dedicated staff who work in one of our three centres Camden Square, Fairfield and Fortune Green, running community-based programming from Breakfast clubs and After school care through to Mentoring or Short Breaks, or as part of Central Services.

Introduction

This set employee guidance and rules Handbook contains the information you will need when working for PACE. It includes key organisational policies and procedures. We expect high standards of behaviour and conduct from our teams so we can work towards delivering our mission.

These policies are fully supported by senior management and the board. They are continually reviewed on an annual basis or as appropriate to reflect new legislation and best practice.

The information in this handbook is non-contractual unless otherwise overtly stated,

You should also refer to your offer letter, contract of employment, any overtly stated contractual terms or agreement where you will find your main terms of employment. These terms in your contract cannot be changed without consulting you and asking for your consent.

Any staff member who intentionally does not follow these policies and procedures will be invited for a discussion. If the issues are of a serious nature, happen regularly, and/or could affect the safety of the children and young people under our care or colleagues, it is likely we will start a disciplinary process which might result in terminating your employment, up to and including immediate termination of employment. Examples of this might include providing incorrect information, falsifying documents or being regularly late or absent without permission.

If you have any questions about these policies, please speak to your line manager or a member of Human Resources.