

Midlothian Moving Forward

Community Planning for Midlothian

WELCOME TO MIDLOTHIAN



A guide for new arrivals to Midlothian

- Transport
- Housing
- Working
- Education and Childcare
- Staying safe
- Adult learning
- Leisure facilities
- Visitor attractions in the Midlothian area





VISITOR ATTRACTIONS

Midlothian

Midlothian is a small local authority area adjoining Edinburgh's southern boundary, and bordered by the Pentland Hills to the west and the Moorfoot Hills of the Scottish Borders to the south. Most of Midlothian's population, of just over 80,000, lives in or around the main towns of Dalkeith, Penicuik, Bonnyrigg, Loanhead, Newtongrange and Gorebridge. The southern half of the authority is predominantly rural, with a small population spread between a number of villages and farm settlements.

www.visitmidlothian.org.uk/

We are proud to welcome you to Scotland and the area of Midlothian

This guide is a basic guide to services and information for new arrivals from overseas.

We hope it will enable you to become a part of our community, where people feel safe to live, work and raise a family.

You will be able to find lots of useful information on where to stay, finding a job, taking up sport, visiting tourist attractions, as well as how to open a bank account or find a child-minder for your children.

There are useful emergency numbers and references to relevant websites, as well as explanations in relation to your rights to work.

There are a few things that may be different from your country, for example:

- You are allowed to enjoy the countryside as long as you comply with the Scottish Outdoor country Code

- You are required by law to pick up litter and dog poo
- Smoking is banned in public places
- People always queue to get on buses and trains, and in the bank and post office.
- Drivers thank each other for being considerate to each other by a quick hand wave
- You can safely drink tap water

And we are sure you will find many more similarities and differences during your time in Midlothian.

A very warm welcome to you and we hope you find this guide useful.



Buses

LOTHIAN BUSES

@ 0131 555 6363 • www.lothianbuses.com

Lothian Buses route numbers for travel between Edinburgh and major destinations in Midlothian are:

Bonnyrigg **31 N31 X31 49**
 Dalkeith **3 N3 33 49**
 Danderhall **33 49**
 Eskbank **3 N3 49**
 Gorebridge **N3 29 X29 33**

Loanhead **37 N37**
 Mayfield **3 N3 29 33**
 Newtongrange **N3 29 X29 33**
 Penicuik **15 15A 37 N37 X37 47**
 Roslin **15**

Lothian's 39 service links Woodburn with Dalkeith, Eskbank, Tesco, Bonnyrigg, Newtongrange and Upper Gorebridge. Lothian's 40 service links towns across Midlothian, from Penicuik via Roslin, Loanhead, Bonnyrigg, Dalkeith, Whitecraig and Musselburgh to Portobello on the Edinburgh coast.

EDINBURGH COACH LINES

0131 554 5413 • www.service328.co.uk

ECL service 328 links Dalkeith and the Campus, Cousland, Danderhall Edmonstone Rd, Eskbank, Millerhill and Newton Village in Midlothian. These services also link Dalkeith to Cockenzie, Port Seton, Elphinstone, Musselburgh and Tranent in Eastlothian and the Edinburgh Royal Infirmary.

FIRST SCOTLAND EAST

0870 872 7272

www.firstgroup.com/scotlandeast

First's 62/62a services connect Edinburgh and Penicuik with Peebles, Galashiels with Melrose.

62a journeys run via Roslin at times when Lothian 15 does not run.

First's X95 links Edinburgh, Eskbank, Newtongrange and North Middleton with Galashiels, Hawick and Carlisle.

MUNRO'S OF JEDBURGH

01835 862253 • www.munrosfjedburgh.co.uk

Buses 51 and 52 link Edinburgh with Dalkeith, Whitehill, Edgehead, Pathhead and Jedburgh (51) or Kelso (52).

STAGECOACH WEST SCOTLAND

01292 613 500 • www.stagecoachbus.com for timetable enquiries.

Buses 101 and 102 link Edinburgh with Dumfries via Biggar either Moffat or Thornhill. Most buses run via Penicuik.

LCTS – COMMUNITY BUS NETWORK

0131 663 0176 • www.lcts.org.uk

Buses R1, R2, R3, R4 and R5 offer weekly services accessible to wheelchair users

NATIONAL EXPRESS

0871 781 8181 • www.nationalexpress.com

Coach service 534 links Glasgow, Edinburgh and Dalkeith to Newcastle, Leeds and Hull and runs one day in each direction.



DAY SERVICE TARES		
	DAYticket	SINGLETicket
ADULT	£3.50	£1.50
CHILD (up to 11)	£2.00	70p
CHILD (up to 4)	FREE	FREE
CHILD (up to 4) (over 10)	£2.00	70p

Please note that adults (over 16) must pay for their own ticket.



HOUSING

Housing

There are different types of housing available for rent in Midlothian: council housing, private rented properties or housing association properties. The council website has lots of information on all of these and useful contact numbers for any housing-related issues.

www.midlothian.gov.uk/info/917/housing

If you are looking for privately rented properties you can look on the internet or check for adverts in local newspapers and shops. It is important to check that your landlord is registered. You can do this at:

www.landlordregistrationscotland.gov.uk.

Homelessness

www.midlothian.gov.uk/info/1078/homelessness

You are classified as homeless if:

- If you have no accommodation you are legally entitled to occupy
- It is agreed that it is not reasonable for you to live in your accommodation
- You have accommodation, but you cannot gain entry to it; for example the landlord has changed the locks
- You face violence/harassment, or are at risk of violence/harassment; for example from a partner, ex partner or neighbours
- It is not reasonable for you to stay there because of overcrowding which is affecting your health
- It is not reasonable to stay there because of a poor standard
- You don't have permission to stay there
- Family or friends you have been staying with have asked you to leave
- You live in a place like a houseboat or caravan, and there is nowhere for you to place it and live in it
- Please contact the Homeless Department if you are in danger of losing your home.

Citizens Advice Bureaux

Citizens Advice Bureaux give free, confidential, impartial and independent advice to help you solve problems. Midlothian has Citizens Advice Bureaux in Dalkeith and in Penicuik.

Address: 6 – 8 Buccleuch Street, Dalkeith, Midlothian EH22 1HA, **0131 660 1636**

Address: 14A John Street, Penicuik, Midlothian, EH26 8AB, **01968 675 259**

www.cas.org.uk/bureaux/dalkeith-and-district-citizens-advice-bureau

Banks

There are many banks to choose from. To open a bank account you will need to provide:

- proof of identity (passport or driving licence)
- proof of your address (tenancy agreement or letter from your employer) or a gas/electricity bill
- proof of employment is sometimes required



TAX AND BENEFITS

Council Tax

Council Tax pays for local services e.g. rubbish collection, libraries, police, etc. Each March you will be sent a bill telling you how much your council tax is for the following year and what your monthly payments will be.

Benefits

If you are not working or if you are not earning much money, you might be able to receive some help from the government.

These are called benefits. For information on all benefits visit www.direct.gov.uk and click on money, tax and benefits.

Child Benefit

Child Benefit is a tax-free, means-tested payment that you can claim for your child. It is usually paid every four weeks but can sometimes be paid weekly. For general help and advice about your Child Benefit call **0845 302 1444** or visit

www.hmrc.gov.uk/childbenefit

UNIVERSAL CREDIT

Universal Credit and Welfare Reform

The UK Government made significant reforms to housing allowances through arrangements for Universal Credit as a result of Welfare Reform, including under-occupancy limitations which were introduced into the social rented sector for Councils and Housing Associations on 1 April 2013

Under-occupancy rules apply subject to size criteria for housing and eligible rent charges reduced in the benefit calculations for Midlothian Council tenants by 14% if they have one extra bedroom or 25% if they have two or more extra bedrooms.

An overall benefit cap originally planned to be introduced in April, 2013 for Universal Credit shall now be applied in July, 2013, where total benefits will be capped at £500 per week (£26k / year) for a couple and £350 per week (£17.5k / year) for a single person.

This excludes disability and incapacity benefits but is being recovered through reduction in housing benefit.

www.gov.uk/universal-credit



SCHOOLS, PRESCHOOL EDUCATION AND CHILDCARE

Schools

In Scotland children get free nursery, primary and secondary education.

To find out about local schools, visit: www.midlothian.gov.uk/info/878/schools

Active Schools

A variety of sports clubs and activities are on offer for school-age children across Midlothian. There are opportunities organised by Active Schools at lunchtimes and after school which are advertised to your child at school. In addition there are a range of community sports clubs across the authority and these are a great place for children to stay active in the evenings and weekends, and provide an informal opportunity for parents to meet others.

To find out more about Active Schools and a list of community-based clubs, visit:

www.midlothian.gov.uk/active_schools

Preschool Education and Childcare

Nursery education provides daycare services, play and educational opportunities for children under school age. There are private, voluntary and council nurseries. If your child is 3 to 5 years old they will get a free place in a council nursery for the equivalent of two and a half hours per day during school terms.

Playgroups and Mother and Toddler/Baby groups are a chance for parents and/or carers to come together to share and learn from other new parents, as well as providing a safe and fun environment for children to play and develop together.

To find out about nurseries, playgroups and childcare, visit:

www.midlothian.gov.uk/info/851/nurseries_playgroups_and_childcare

Childminding

- Childminders look after other people's children in their own home. They can provide flexible individual childcare in a home environment as well as linking with other services in the local community such as pre-schools and schools. They can also take your child to local parks, playgrounds and libraries.
- They must be registered by the Care Inspectorate and copies of inspection reports are available from the Care Inspectorate website.
- They are registered for payment by childcare vouchers or the Childcare Element of Working Tax Credits.
- Flexible hours, part time or full time, term time and holidays, to suit you and your child's commitments and can look after children of all ages.



To find out more about childminders, visit: www.midlothian.gov.uk/info/851/nurseries_playgroups_and_childcare/842/childminders

Creches

A creche provides “drop-in” care for children to enable adults to join in activities such as adult education, attending a meeting or even shopping.

Midlothian Sure Start

This is a support service for families with very young children in Midlothian. There are six centres in the authority. Contact Sure Start for more information:

Midlothian Sure Start

14 – 15 Bogwood Road

Mayfield

Dalkeith

EH22 5DG

0131 654 0489

www.midlothiansurestart.org.uk/

Midlothian Childcare Information Service

This service provides information for parents and carers on a full range of the above childcare services

Midlothian Childcare Information Service

Fairfield House

8 Lothian Road

Dalkeith

EH22 3ZG

0131 271 3754

Fax: 0131 271 3751

childcare@midlothian.gov.uk



MIDLOTHIAN WOMEN'S AID

A confidential service that provides valuable information, support and temporary accommodation to women and their children who have experienced domestic abuse.

Dalkeith: 29a Eskbank Road, **0131 663 9827**

Penicuik: 10 Carnethy Avenue, **01968 670970**

info@midlothianwomensaid.org

www.midlothianwomensaid.org/



Shakti Women's Aid offers support, advocacy and information to all black / minority ethnic women, children and young people experiencing and/or fleeing domestic abuse from:

- partners / husbands
- ex-partners
- other family members.

If you think you or someone you know might be suffering from domestic abuse, you can call on **0131 475 2399**.

www.shaktiedinburgh.co.uk/

Midlothian People's Equality Group

Midlothian People's Group exists to promote a more equitable Midlothian and provides a platform for local people from diverse backgrounds to learn, educate, and communicate about local equity issues of concern and interest; and to have a voice in local policy and planning.

For more information contact:

Margaret.Petrie@midlothian.gov.uk

0131 271 3449



Disabled Groups

Any permanent resident of Midlothian who has reached their 60th birthday or is disabled is eligible for free Scotland-wide bus travel. Collect an application form from any Midlothian library. Hand completed forms (with photo and evidence) in person to any Midlothian library.

0131 561 5455.

Young People

National Entitlement Cards (Young Scot cards) are free and available to all Midlothian residents aged 11 to 25.

They can be used:

- to access cashless catering in secondary schools
- to get thousands of discounts in the UK and abroad (the Young Scot website has details of all the discounts available)
- to prove your age with many businesses (e.g. supermarkets, off licences and cinemas)
- to prove your identity on some internal flights (you should always check that this is acceptable with the airline first) and to get cheaper travel If you're 16 to 18 years old, or a full-time volunteer up to the age of 25, you are entitled to:
- a third off adult single bus journeys if you show your card and a bus travel pass
- a concessionary voucher you can exchange for a free Scottish Youth Railcard that offers 50% off train fares in Scotland



You will be given a National Entitlement Card at school. If you're not at school you can get an application form at your local library.

Visit **www.youngscot.org** for more information or **www.youngscotwow.org** to find out what's on in your local area – sport, music, youth clubs, cinema etc. If you are looking for careers advice you can contact Careers Scotland. Visit **www.careers-scotland.org.uk** or call **08458 502 502**.

Please see information on activities available in Midlothian – What's On in Midlothian **www.midlothian.gov.uk/what's-on**

Older People

In Midlothian we care for elderly people, providing various activities such as Lunch Clubs and Day Centres,

Lunch clubs provide lunch and some social activities at various locations around Midlothian.

They charge a small amount towards the cost of food and transport.

Some activities include a one-to-one service that can take place either in a person's own home to support daily activities, or help to get a person out and about.

For more information please contact the Midlothian Council Adults and Community Care team.



NARIC

If you have qualifications from another country and would like information about the equivalent qualification in the UK, an organisation called NARIC can help.

www.naric.org.uk • 0871 330 7033.

British Citizenship

Depending on your current citizenship or nationality, you may be able apply for British Citizenship. There are several ways to apply and you can find all the necessary information including the Citizenship test at

www.ukba.homeoffice.gov.uk/britishcitizenship/





STAYING HEALTHY AND SAFE

NHS 24

The NHS 24 website offers information and advice on most health issues. www.nhs24.com

Information is available in other languages on the website.

If your GP surgery is closed and you are too ill to wait until it re-opens, call NHS 24 on **08454 24 2424**.

Health

GPs / Doctors' surgeries / health centres

You need to register with a family doctor (GP) when you arrive in Scotland.

Remember you will have to make an appointment whenever you need to see a doctor. You can ask for an interpreter when you make the appointment.

Pharmacy

Your local pharmacy can treat some minor problems such as allergies and colds, and can also provide emergency contraception and some health tests. Ask to speak to the pharmacist.

Pharmacists can help you decide whether you need to see a doctor. You can talk to your pharmacists in confidence and you don't need to make an appointment.

Sexual Health

You can get advice from your GP about sexual health issues.

Chalmers Sexual Health Centre,

There is NO clinic at the New Royal Infirmary at Little France.

Lothian Buses No. 23, 27, 35, 45 and 47 stop outside the clinic. Service 47 runs to Penicuik via Straighton and Bilston

Address:

Chalmers Hospital, 2A Chalmers Street,

Edinburgh, EH3 9ES

The Sexual Health Clinic provides care and treatment you need for your sexual and reproductive health and wellbeing.

As part of the NHS it is totally free and confidential. If you need care, treatment, advice about contraception (pills, condoms) pregnancy, sexually transmitted diseases and non –sexually transmitted infections, HIV you should contact the Clinic on: **0131 536 1070**

MELDAP

If you are concerned about your own or someone else's alcohol or drug use then getting help is the single biggest step you can take. If you wish help but are not sure what's out there to help you then check the website www.meldap.co.uk/ and click on the services icon.

You will see what alcohol and drug services are available in East Lothian and Midlothian.



MELDAP provides information on Drugs and Alcohol within the community for adults and young people.

01875 818 270

MELDAP@eastlothian.gov.uk

NHS Minor Ailment Service

Everyone can go to their pharmacist for advice or to buy a medicine for a minor illness or ailment.

But this is a new NHS service for people, including children, who don't pay prescription charges. It means that if your pharmacist thinks you need it then they can give you a medicine on the NHS without you having to pay for it. It will also save you making an appointment with your GP simply to get a prescription.

To find out more, visit: www.scotland.gov.uk/

Publications/2006/06/26102829/1

Dentist

You should register with a dentist when you arrive in Scotland. Children, people on certain benefits, and pregnant women get free treatment.

To find your nearest doctor's surgery, pharmacy or dentist, enter your post-code on the NHS (National Health Service) website

www.nhs24.com under Find Your Local Services.

Hospitals

Your doctor will refer you to hospital if you need to see a specialist.

Children's Hospital

Children up to the age of 12 should go to the Royal Hospital for Sick Children ('Sick Kids') in Edinburgh.

Royal Hospital for Sick Children, 9 Sciennes Road, Edinburgh, EH9 1LF, **0131 536 0000**

Health Visitors

All families with pre-school children have an allocated health visitor. You can contact her for support and advice as well as information about groups and activities available in your community. A health visitor will always visit when you move to a new area and following the birth of a baby.

Accident and Emergency

If you need to go to hospital in the case of an emergency you should go to:

Royal Infirmary of Edinburgh

51 Little France Crescent

Old Dalkeith Road

Edinburgh, EH16 4SA

0131 242 1300



STAYING SAFE



Police Service of Scotland

If you have been a victim of crime or been involved in an accident but it is not an emergency you can contact Lothian and Borders Police on 101 from landlines and mobiles or visit www.scotland.police.uk to find contact details for your local community officer.

An interpreter will be able to help you if your English is not fluent.

Local Police stations

Dalkeith HQ, Newbattle Road Dalkeith EH22 3AX **0131 663 2855**

Fax: **0131 654 5507**

Newbattle 15 – 17 Morris Road Newtongrange EH22 4ST **0131 663 2311** Fax: **0131 454 0225**

Gorebridge 35 Hunterfield Road Gorebridge EH23 4TP **01875 820374** Fax: **01875 822872**

Penicuik Sector

Penicuik 25 – 27 Bog Road Penicuik EH26 9BY **01968 675191** Fax: **0131 448 0375**

Bonnyrigg 121 Dobbies Road Bonnyrigg EH19 2AU **0131 663 9221** Fax: **0131 663 8649**

Loanhead 18 Church Street Loanhead EH20 9AB **0131 440 0506** Fax: **0131 448 0375**

MAPT – Midlothian Policing Team

The two Police Scotland teams are funded by Midlothian Council and address community concerns, youth issues and disorder and work with Community Partners to address community issues and develop partnership working. They work to ensure your safety.

Hate Crime and 3rd Party Reporting

A hate crime is any criminal offence that is motivated by hostility or prejudice based upon the victim's:

- disability
- race
- religion or belief
- sexual orientation
- transgender identity

It might be calling names, shouting or verbal abuse, physical violence, damage to people's house or property, bullying or threats. Hate crime make people's lives unbearable and often we do not hear about it until it gets serious.

You can report hate crime by visiting Police Scotland website: "Report Hate Crime" www.scotland.police.uk/contact-us/hate-crime-third-party-reporting/ or come along to one of the 3rd Party Reporting centres in Midlothian.

To report hate crime you do not have to be a victim yourself. If you witness such behaviour you can report on behalf of a person or a group to ensure everybody feels safe and respected.

To report crime on a railway – such as the Borders Railway – call British Transport Police **0800 40 50 40** or text **61016**.



Drinking, Drugs and Driving

It is against the law to drive whilst impaired by alcohol.

The penalties are severe: your vehicle can be seized, you could be fined up to £5000, be imprisoned and you will automatically be banned from driving for a minimum of 12 months.

You will also have a criminal record for a minimum of 20 years

It is also against the law to drive whilst impaired by drugs or by medicines. If you are taking medicines make sure they will not affect your driving.



Community Safety Officers

Community safety officers work to improve community safety within the local area, they deal with antisocial behaviour to ensure Midlothian is a safe place to live, grow up in, work and visit.

Antisocial behaviour causes alarm and distress when people are subjected to it.

Some examples of anti-social behaviour are:

- constant loud noise or disturbance from a neighbour
- drunken disorder
- intimidating or threatening behaviour
- violence
- vandalism or graffiti
- hate crime

To report antisocial behaviour email asb@midlothian.gov.uk or call 0131 271 6677



DRIVING AND ROAD SAFETY IN SCOTLAND

As laws vary from country to country, you should ensure that you are aware of traffic laws in Scotland – see the Highway Code:

www.gov.uk/browse/driving/highway-code

There are many laws, rules and regulations on owning vehicles and driving in Scotland. Leaflets explaining some of these are available in different languages for visitors or new residents. (see website www.road-safety.org.uk/driving/advice-for-drivers/)

To drive a car or ride a motorcycle you need a driving licence, insurance, and the vehicle needs to be registered, taxed, and may need an MOT test certificate. (see www.gov.uk/browse/driving) (website addresses change in October!!!) Driving without these is illegal and can lead to large fines and the vehicle may be seized. Special licences are needed for other vehicles such as a bus, lorry, tractor, etc..

A driving licence from your own country may be valid for up to 1 year (or longer if from the European Community/European Economic Area).



Some important rules to follow:

- Drive on the left and overtake on the right. At roundabouts give way to traffic approaching from the right. At junctions obey any Stop or Give Way signs and markings.
- If you are used to driving on the right-hand side of the road your automatic reaction in an emergency will be to swerve in that direction, that is, into the path of traffic on the other side of the road. In view of this it is important that you give all your concentration to your driving and are not distracted by the car radio, etc.
- You should drive more slowly near a school or where pedestrians may be present. At many schools you will see a School Crossing Patroller who helps the children to cross the road. They will hold up a 'Stop' sign if they want you to stop to allow the children to cross.
- Seatbelts must be worn by the driver and passengers. As the driver, you have to make sure all passengers under 14 years of age wear seatbelts or are seated in an approved child restraint, if applicable.

FIRE RESCUE AND HOME SAFETY CHECKS

Scottish Fire and Rescue provides a free home fire safety check service and will offer home fire safety advice, along with the option of installing smoke detectors free of charge.

If you require this service, please call the Freephone number on 0800 169 0320



Further advice on fire safety in the home can be obtained by visiting www.lbfire.org.uk

ELREC

If you are the victim of harassment or discrimination you can contact: Edinburgh & Lothians Racial Equality Council (ELREC) for help. ELREC, 14 Forth Street, Edinburgh, EH1 3LH

0131 556 0441 • www.elrec.org.uk

ELREC works:

- to work towards the elimination of discrimination in all its forms
- to reduce inequality and promote a culture of human rights
- to promote good relations between persons of protected characteristics without distinction on grounds of colour, race, nationality, ethnic or national origin, gender, marital status, disability, sexual orientation, age and creed.

ADULT EDUCATION

Community Learning and Development

Many schools are also community learning centres, where you can attend courses on both the Community Based Adult Learning (CBAL) Programme and the Adult Day and Evening Class Programme. CBAL courses are free, but there is a charge for classes on the Adult Day and Evening Class Programme.

The community learning centres have a variety of facilities for activities, courses, groups and workshops.

These learning centres lie at the heart of our aim to help people of all ages to bring about positive changes in their own lives and in their communities through learning. Most importantly, they are local and have a friendly, welcoming atmosphere.

To find out more about Community Learning and Development programmes and other adult learning opportunities, please contact one of CLD teams:

East Team (Gorebridge, Mayfield, Newtongrange, Newbattle, Dalkeith)

0131 270 5697

karen.mcgowan@midlothian.gov.uk

West Team (Penicuik, Lasswade, Bonnyrigg, Loanhead)

0131 663 8170

jake.herriot@midlothian.gov.uk

English for speakers of other languages (esol)classes

Classes run from September to June throughout Midlothian at all levels, with the opportunity to take SQA ESOL examinations at the end the course. There is also a volunteer programme for one-to-one sessions, and an eight-week summer group. Learners should contact the ESOL Development Worker for an assessment so that they can be placed in the correct group.

ALN/ESOL (MALANI),

3 Eskdail Court,

Dalkeith

EH22 1AG

0131 270 8900

malani@midlothian.gov.uk



Self Study

The British Council Nexus materials have been designed for workers or people making their home in the UK

esol.britishcouncil.org/

ESOL Scotland

A useful resource for migrant workers in Scotland

www.esolscotland.com/

**Community Learning
and Development**



WORK, VOLUNTEERING AND LEARNING

Linknet

Linknet Recruitment Consultancy Project

Set up in 2000 LINKnet's mentoring project aimed to help people from Black Minority Ethnic backgrounds in 3 ways:

- find employment – CVs, application forms, job search, interviews, presentations, communication, office skills, cultural understanding etc.
- access education and training – finding the right course, information on financial help, support throughout the course.
- personal development – language support, confidence building, knowledge of area and services.

www.linknetmentoring.com/_aboutUs/projects.asp

MITECH

Computing and IT courses to help people into work

1 Eskdail Court
Dalkeith
Eh22 1Ag
Midlothian
Phone: 0131 271 3474
Fax: 0131 271 3476

www.midlothian.gov.uk/info/911/training/897/mitech

Progress Through Learning Midlothian (PTLM)

Advice on full and part time college/university courses.

Contact: **Lydia Kerr**

3 Eskdail Court
Dalkeith
Eh22 1Ag
Midlothian

Phone: **0131 271 3292**

Email: lydia.kerr@midlothian.gov.uk



Volunteering

Volunteer Centre Midlothian

The Computer House

Dalkeith Country Park, Dalkeith, EH22 2NA

0131 660 1216,
www.volunteermidlothian.org.uk

People volunteer for many different reasons. Making a difference to the lives of others is immensely rewarding, but the benefits don't stop there. Volunteering can give you skills and confidence you need to get to work, climb the career ladder or expand your circle of friends. Enhance your C.V and improve your chances for employment.

Midlothian Working for Families (WFF)

Working for Families aims to help parents move along the pathway to employment and will work with clients who need to build their confidence, or need help finding suitable childcare, want to try some volunteering or are having difficulties maintaining their job due to stresses in the household.

1 Eskdail Court
Dalkeith, Eh22 1Ag, Midlothian
Phone: **0131 270 5720**

www.midlothian.gov.uk/info/911/training/714/working_for_families



MIGRANT WORKERS

Migrant workers' package

Useful information about work, housing, education, law, health and culture

www.workmobility.eu/en_en/index.html

Who is a migrant worker?

A migrant worker is someone who has come from abroad to work in the UK.

You may be working here legally, that is, you have permission from the UK immigration authorities (Home Office) to work in the UK, or you may be working here illegally, that is, you don't have permission to work here. If you're from a European Union country, you will almost certainly have permission to work in the UK, although you may have had to register on the Workers Registration scheme first. The rules are different if you come from Bulgaria or Romania.

It's very important to know whether you have permission to work in the UK because this seriously affects your rights whilst you are here. If you're working in the UK illegally, or aren't sure whether you have permission to work here, you must get advice as soon as possible from an expert adviser. This is because if you're a migrant worker and you try to sort out a problem at work, you're more likely to be at risk than other workers of losing your job, any accommodation which goes with it and even your right to stay in the UK.

Your rights at work

This fact sheet is written for migrant workers who have the right to work in the UK. It gives information about some of your rights at work (employment rights). You have these rights because there are laws about how the person you work for (your employer) is allowed to treat you. Everyone who works in the UK has these rights from their first day of work, including people who work for an agency. There are things you can do about it if your employer breaks the law. The rights explained here might not be the only rights you have. To find out more, you should get advice (see below).

The right to a minimum wage

There are rules about how much an hour your employer must pay you. The very least they must pay you is an amount called the National Minimum Wage (NMW).

Your employer must give you a pay-slip, telling you how much you have been paid. They must pay you and they must pay you all the money you are owed.

If you think you are being paid less than the NMW, you can also report this to the National Minimum Wage Helpline on **0845 600 0678**. You don't have to give your name if you don't want to. If you find it hard to speak English, you should ask an adviser or someone else you trust to speak to the Helpline for you.

The right to work a maximum number of hours a week

There are rules about the number of hours you are allowed to work in a week. You should not have to work more than 48 hours a week, unless you have agreed this with your employer in writing.

You cannot be forced to work more than 48 hours a week. You also have the right to a break during the working day and days off during the week.

The right to paid holiday

You have the right to take paid holiday from work. If you work five days a week, you have the right to 28 days' paid holiday a year.

The right to health and safety protection

Your employer must make sure that the place where you work is safe for you to work in. If you think your workplace isn't safe to work in, you should get advice.

The right to be protected from discrimination

All workers in the UK have the right to be protected from discrimination by their employer. This includes discrimination because of your race, sex, sexuality, disability, age, religion or belief.

The right to leave your job

You must be allowed to leave your job if you no longer want to work there. No one, including your employer, can stop you from doing this. www.adviceguide.org.uk

Your employer holds onto your passport

Your employer or employment agency is not allowed to hold onto your passport or any of your other official documents for any longer than a day.

Gangmasters Licensing Authority

The GLA is an organisation set up to protect workers from exploitation.

Gangmasters Licensing Authority

PO Box 10272

Nottingham, NG2 9PB

0845 602 5020 licensing@gla.gsi.gov.uk

WORK PERMIT

Work Permit

If you are from a country which is not in the European Union (or you are from a country that joined the EU in 2004) you may

need to register for a work permit. For more information visit www.ukba.homeoffice.gov.uk/workingintheuk

Work

Self-employed

If you would like to start up your own business visit

www.hmrc.gov.uk and enter self-employed. You can also call Business Gateway on **0845 609 6611** or visit www.bgateway.com for information.

National Insurance

If you're looking for work, starting work or setting up as self-employed you will need a National Insurance number.

If you have the right to work in the UK, you will need to call Jobcentre Plus on **0845 600 0643** (lines are open 8am to 6pm Monday to Friday) to arrange to get one. For lots of information about working in the UK visit www.hmrc.gov.uk and enter migrant workers in the search box.

LIBRARIES

www.midlothian.gov.uk/libraries

They are not just for borrowing books – they have computers, photocopiers, DVDs, daily newspapers and many other services.

They also have activities for children and adults.

If you go along to your local library you will be able to join (remember to take proof of your home address) and find out what they offer. It is a friendly and helpful place to find information.

In our libraries you can:

- free use of computers
- free Internet
- ability to find quality information online
- the opportunity to develop IT skills

LIVE IT Sidekicks is a “buddy” scheme whereby volunteers who have good IT skills share their time and experience with those wishing to learn how to use a computer.

No charge is made for tuition arranged under the LIVE IT Sidekicks Scheme.

Midlothian Travel Team carousels at eight libraries [all except Roslin] are stocked with application forms for bus passes, Blue Badges and Taxicards; bus service timetable leaflets; Midlothian Travelmaps; Borders' Railway newsletters; SEStran Thistle Cards; One-Ticket leaflets; Edinburgh Airport Flight Guides. Roslin has space for a limited range of leaflets specific to Roslin.

Improved IT skills will enhance your:

- personal development
- confidence in using a computer and the Internet
- career development

Our libraries are not just for borrowing books or picking up leaflets – they have computers, photocopiers, DVDs, daily newspapers and many other services.

SPORT AND LEISURE

There are many ways to keep fit and healthy

You can join private or council owned gyms, attend fitness classes and use swimming pool. You can get a Tonezone card by visiting the link below:

www.midlothian.gov.uk/info/532/centres_pools_and_pitches/119/tonezone_gyms



Fitness classes

We have leisure centres in:

- Bonnyrigg
- Danderhall
- Gorebridge
- Loanhead
- Loanhead Pool
- Mayfield
- Newbattle Pool
- Newtongrange
- Penicuik
- Penicuik Pool

Fitness classes

Classes A – B

- 50+ classes
- Ab Attack
- Aerobics
- Aqua Aerobics
- Aqua Zumba
- Blast Class

- Bodyblitz
- Body Conditioning
- BodyAttack
- BodyBalance
- BodyCombat
- BodyJam
- BodyPump

- BodyStep
- Bootcamp (indoor)
- Boxcercise
- Box-Lates

Classes C – M

- Circuits
- Cycle Zone
- Kettlercise
- Morning Workout

Classes N – Z

- Step
- Tums, Bums and Thighs
- Yoga
- Yummy Mummy Pilates
- Zumba



Ageing Well

Ageing Well it is a physical activity project for 50+ aimed at preventing many health problems in later years due to inactivity when younger. It is increasingly being portrayed as an activity for the already retired and those in care homes but it is not the main focus. Anyone over 50 can participate.

About Active Schools

Active Schools is a sportscotland (the national agency for sport) initiative.

Midlothian Council has a team of people (Active Schools Coordinators) who work with schools and within the community to offer children and young people opportunities to live more active lives.

This means that part of their job is to find coaches and volunteers who will run clubs during and after school as well as during school holidays. They also work with local Sports Clubs and other Community Projects to try to get the children to continue in sport after they leave school.

Active Schools often use volunteers to support many of the school clubs which allows them to run these clubs free.

We also work in partnership with Volunteer Centre Midlothian where many of our opportunities are advertised. Their website will assist in providing you with opportunities to access further quality volunteering opportunities throughout Midlothian and beyond.

Good volunteers are a very valuable asset to any service. They deserve to receive good support and supervision and have opportunities for personal development through training.

In addition to the school based clubs and activities that Active Schools organise at lunchtimes and after school we also link with clubs in the local community. Where possible we look to provide children with information on community based activities they may be interested in throughout the school year.



Disability Sport

Our Sports Development Team work with a variety of partners to provide opportunities for people with a disability to take part and excel in a variety of sports, whatever their ability.

Our partners are;

- Lothian Special Olympics
- Lothian Disability Sport
- Scottish Disability Sport
- Special Olympics Scotland
- Active Schools Coordinators
- Allstars Disability Club





MAC

Midlothian Active Choices (MAC) is a physical activity referral service for adults in Midlothian who are currently suffering from mild/moderate mental health conditions, weight management problems, or long term or chronic illnesses.

Initial referral to the project can be made through a GP or any other Health Practitioner

MAC Coordinator Isabel Lean
Dundas Buildings, Polton Street, Bonnyrigg
contact: **0131 561 6507**

Get Going

Get Going is a free family healthy lifestyle programme which supports children to work towards a healthy weight.

It's about working together as a family to make small lifestyle changes.

Supported by a trained coach, you'll learn more about eating well and being more active.

Children will get the opportunity to take part in fun, active games, while parents share ideas and experiences **0131 561 6505**.



WHAT'S ON IN MIDLOTHIAN

Check out the Midlothian website for what's on in Midlothian.

www.midlothian.gov.uk/whats-on

COMMUNICATING CLEARLY

We are happy to translate on request and provide information and publications in other formats, including Braille, tape or large print.

如有需要我們樂意提供翻譯本，和其他版本的資訊與刊物，包括盲人點字、錄音帶或大字體。

Zapewnimy tłumaczenie na żądanie oraz dostarczymy informacje i publikacje w innych formatach, w tym Braillem, na kasecie magnetofonowej lub dużym drukiem.

ਅਸੀਂ ਮੰਗ ਕਰਨ ਤੇ ਖੁਸ਼ੀ ਨਾਲ ਅਨੁਵਾਦ ਅਤੇ ਜਾਣਕਾਰੀ ਤੇ ਹੋਰ ਰੂਪਾਂ ਵਿੱਚ ਪ੍ਰਕਾਸ਼ਨ ਪ੍ਰਦਾਨ ਕਰਾਂਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਬਰੇਲ, ਟੇਪ ਜਾਂ ਵੱਡੀ ਛਪਾਈ ਸ਼ਾਮਲ ਹਨ।

Körler için kabartma yazılar, kaset ve büyük nüshalar da dahil olmak üzere, istenilen bilgileri sağlamak ve tercüme etmekten memnuniyet duyuyoruz.

اگر آپ چاہیں تو ہم خوشی سے آپ کو ترجمہ فراہم کر سکتے ہیں اور معلومات اور دستاویزات دیگر شکلوں میں مثلاً بریل (تایپا افراد کے لیے) اچھے ہونے حروف کی لکھائی (میں، ٹیپ پر یا بڑے حروف کی لکھائی میں فراہم کر سکتے ہیں۔

Contact 0131 270 7500 or email: enquiries@midlothian.gov.uk

The information contained in this booklet is intended as a guide only to living in Midlothian and should not be treated as definitive statement of law.

Produced and printed in 2013

Midlothian 

www.midlothian.gov.uk