

TRINITY



STAFF HANDBOOK

This Handbook is a working document which is regularly kept up to date. Various policy holders have access to update their own areas.

If you make an update, please do sign and date at the bottom of the relevant policy you have updated.

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12. POLICY SCHEDULE

1. CONDITIONS OF EMPLOYMENT**1.1 Annual staff compliance form**

Following appointment to a post, an employee will complete and sign the following:

Full Name: _____ **Date:** _____

<u>PERSONAL DETAILS</u>	
Employee Address:	Home Telephone:
Postcode:	Mobile:
	Email Address:
Date of birth:	
Car registration number (if applicable):	Driving Licence Number (if applicable):
Passport Number:	Reasonable adjustments to be made for reasons of disability?
	YES / NO
Job Title:	Start Date:
Contract of employment completed:	YES / NO
Offer letter attached:	YES / NO

Job Description read:	YES / NO
<u>STAFF HANDBOOK</u>	
<p>i. The written policies, procedures and practices in the staff handbook have been made available to me and I have read and understand them,</p> <p>ii. I will familiarise myself with any amendments to these policies, procedures and practices and any additional policies, procedures and practices that may be adopted by the church, in each case which are brought to my attention by the Rector,</p> <p>iii. To the extent relevant to me, I will take all such steps as are necessary to comply with (and will refrain from any actions which would cause me to be in breach of) such policies, procedures and practices.</p>	
Signature:	Date:
<u>PENSION INFORMATION</u>	
<u>For office use only</u>	
Passport check:	YES/NO
DVLA check:	YES/NO
P45 received:	YES/NO
Signature:	
Print name:	
Date:	

1.2 Written Statement of Terms and Conditions

Following appointment to a post, an employee will receive a written employment contract setting out the terms and conditions of the post as soon as practicable and in any event not later than eight weeks from the date of commencement of employment.

1.3 Fixed-term Contracts

Fixed term employment contracts will contain a commencement date and a termination date and the employee has no right to continue in the post after the termination date.

1.4 Probation Period

All new employees will need to complete a probation period of three months for any contract up to one year and six months for any contract longer than one year.

2. PLACE AND HOURS OF WORK

2.1 Place of Work

The place of work will be in line with what is required for the efficient discharge of the Employee's duties although the Employee may be requested to carry out work from home or another Trinity building.

2.2 Working Hours Full-time Staff

Full-time staff are required to work according to their contract and job description.

2.3 Working Hours Part-time Staff

Part-time staff are required to work the hours agreed in their individual contracts. The precise pattern of working may vary by agreement between the Employee and the Rector in line with what is required for the efficient discharge of the Employee's duties. Additional hours may be worked by agreement between the Employee and the Rector.

The Employee is expected usually to attend no fewer than three Sunday services per fortnight at a church within the Trinity Lewes Project.

3. REMUNERATION

3.1 Pay

The Employee will be paid at the agreed rate. This will be paid monthly in arrears on the 26th day of the following month by Standing Order.

3.2 Documentation

The Church will provide pay-slips, PAYE and National Insurance documents and all other documentation according to legal requirements.

3.3 National insurance

The Church will pay the employer's national insurance contributions and will deduct employee's national insurance contributions from the Employee's salary to the extent appropriate in the light of their total earnings in any relevant period.

3.4 Expenses

A record of any expenses reasonably incurred in the course of the Employee's work should be kept and be claimed from the Treasurer at the end of each month subject to approval by the Rector.

Expenses shall be paid in line with guidelines published from time to time by the Diocese of Chichester. This includes car mileage at diocesan rates should the Employee use a car for pre-approved journeys in the course of the employment.

3.5 Pension

The Employee will be automatically enrolled in the NEST pension plan, further details of which will be provided at commencement of the employment..

4. HOLIDAYS

In addition to bank or other public holidays, paid holidays of the equivalent of 25 working days (but so as not to be away more than four Sundays out of those specified above) over the term of this contract may be taken by the Employee at times agreed with the Rector. If the Employee is required to work on any bank or other public holiday, appropriate time off on other days will be given at a time agreed with the Rector. Unpaid leave may also be taken subject to agreement with the Rector. The holiday year is commensurate with the term of this employment; any holiday entitlement unused at the end of the employment term will only be paid at the discretion of the Employer.

5. SICKNESS AND ABSENCE

5.1 Notification of absence

In the event of absence on account of sickness or injury the Employee (or someone on the Employee's behalf) must inform the [Rector](#) (or in his absence a Church Warden) of the reason for the Employee's absence as soon as possible and must do so no later than the end of the working day on which absence first occurs.

5.2 Medical certification

In respect of absence lasting 7 or fewer calendar days, the Employee is not required to produce a medical certificate unless specifically so requested by the Employer but must complete the Employer's self-certification form on return to work from such absence.

In respect of absence lasting more than 7 calendar days, the Employee must on the eighth calendar day of absence provide the Employer with a medical certificate stating the reason for absence and then provide a similar certificate each week (or at such longer interval as the Employer may decide) to cover any subsequent period of absence. The Employer reserves the right to ask the Employee at any stage of absence to undergo a medical examination.

5.3 Remuneration

The Employee will be paid normal basic remuneration (less the amount of any statutory sick pay or social security sickness benefit to which there is an entitlement) for such period or periods of absence from work as the Employer shall see fit at the Employer's discretion. Entitlement to payment is subject to notification of absence and production of medical certificates as specified above.

The Employer operates the statutory sick pay scheme and the Employee is required to co-operate in the maintenance of necessary records. For the purposes of calculating the Employee's entitlement to statutory sick pay, 'qualifying days' are those days on which the Employee is normally required to work.

Payments made to the Employee by the Employer under sick pay provisions in satisfaction of any other contractual entitlement will go towards discharging the Employer's liability to make payment to the Employee under the statutory sick pay scheme.

5.4 Maternity / paternity leave

Maternity leave: The employee is entitled to ordinary maternity leave for 26 weeks plus additional maternity leave for 26 weeks. The earliest this leave can start is 11 weeks before the expected birth date. Maternity leave must be taken until at least 2 weeks after birth.

The employee must give 15 weeks' notice before the start date of the maternity leave.

Maternity pay: The employee will receive maternity pay of 6 weeks at 90% of her average weekly earnings, followed by 33 weeks at £139.58 or 90% of average weekly earnings (whichever is lower). Tax and national insurance must be deducted.

Employees eligible for maternity pay must be on the payroll 15 weeks before the expected birth date and must have worked for 26 weeks continuously.

Paternity leave: The employee is entitled to 1 week or 2 weeks consecutively and this must not be taken before the birth. Paternity leave starts either

- on the date of the actual birth
- an agreed number of days after the actual birth
- an agreed number of days after the expected birth date

and must finish within 56 days of the actual birth.

Paternity pay: The employee will receive paternity pay at £139.58 per week or 90% of his average weekly earnings (whichever is lower). Tax and national insurance must be deducted.

Updated on: 27.10.16

by: Kirsty Stannard

6. STAFF SUPERVISION AND APPRAISAL

Work in progress...

Updated on: 26.1.18

by: Steve Daughtery

Our Health and Safety Policy

Name of church: TRINITY Church, Lewes

Address: C/O Church End, 1 Cockshut Road, Lewes, East Sussex, BN7 1JH

Dated 16 January 18

This document has been prepared in accordance with the provision of the Health and Safety at work etc. Act 1974 and the regulations made under it.

The Policy is in three sections:

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

A. General statement of policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings. The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities.

To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Parochial Church Council and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed

Rector/Priest in Charge

Date

Review date: 16.1.21

This policy should be reviewed every three years.

B. Organisation and responsibilities

1. Responsibility of the Rector/Priest in Charge

Overall responsibility for health and safety is that of the Rector/Priest in Charge, *the Revd Steve Daugherty*, who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible person will be notified and the list amended accordingly.

2. Responsibility of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens, as noted below:

Andrew White, Trevor Meadows and Ron Hammond

3. Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented.

4. Responsibility of the Health and Safety Officer

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

Trevor Meadows

The responsibility of the health and safety officer shall be to:

1. Be familiar with health and safety regulations as far as they concern church premises
2. Be familiar with the health and safety policy and arrangements and ensure they are observed
3. Ensure so far as is reasonably practicable, that safe systems of work are in place
4. Ensure all the churchyard buildings are clean and tidy
5. Ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut to the agreed layout
6. Ensure that safety equipment and clothing is provided and used by all personnel where this is required
7. Ensure that all plant, equipment and tools are properly maintained and in good condition
8. Ensure that adequate access and egress is maintained
9. Ensure adequate fire fighting equipment is available and maintained
10. Ensure the food and safety hygiene regulation and procedures are observed
11. Provide a report for the wardens to present to normal PCC meetings and update the audits and names on the policy for an annual review

5. Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

1. Comply with safety rules, operating instructions and working procedures
2. Use protective clothing and equipment when it is required
3. Report any fault or defect in equipment immediately to the appropriate person
4. Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. Not misuse anything provided in the interests of health and safety

6. Responsible person

The following are responsible for safety in particular areas:

1.	By activity	Name	Position
	Accident book/ accident reporting	Amanda Daughtery	Church Secretary
	Fire extinguishers	Trevor Meadows	BRG Chair
	Emergency evacuation	Steve Daughtery	Rector
	Portable electrical appliances	Trevor Meadows	BRG Chair
	Fixed electrical systems	Trevor Meadows	BRG Chair
	Gas equipment	Trevor Meadows	BRG Chair
	Hazardous substances	Steve Daughtery	Rector
	Plant and machinery	Trevor Meadows	BRG Chair
	Condition of floors and stairs	Trevor Meadows	BRG Chair
	Condition of churchyard	Trevor Meadows	Warden
		Ron Hammond	Warden
		Andrew White	Warden
	Working at high levels	Steve Daughtery	Rector
	Food preparation	Marcus Taylor	
	Display Screen Equipment	Trevor Meadows	BRG Chair
	Building defects/glazing	Trevor Meadows	BRG Chair
	Safeguarding	Jane Lee	
	Bell ringing	Richard Neal	Tower Captain
	Contractors	Trevor Meadows	BRG Chair
	Health and safety training	Steve Daughtery	Rector
	Pastoral care	Janette Watkins	Pastoral Minister
	Older people's ministry	Ken Bridger	
	Home groups	Ian Taplin	
	Southover Counselling	Jeanette Clifton	
	Mission	Carole Darling	
	Eco Congregation	David Melville	
	Social Justice	Jules Middleton	
	Southover Care	Jeanette Watkins	
	Men's Ministry	Luke Hamilton	
	Women's Ministry	Diane Meadows	
	Prayer Ministry	Steve Daughtery	
	Inspire	Jules Middleton	
	Sound and Audio-Visual	Chris Webb	
	Youth worship	Martin Dyer	
	Children's ministry	Neil Chisnall	
	Youth & 18 to 25	Dianne Hamilton	
	Love in Action	Jules Middleton	
2.	By area		
	St John the Baptist Church & Hall	Andrew White	Warden
	St John sub Castro & Hall	Trevor Meadows	Warden

St Michael the Archangel
Church End
Southover Tower Bells

Ron Hammond
Andrew White
Richard Neil

Warden

C. Arrangements (implementation of the policy)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

1. Accidents and first aid

See building reports for locations of first aid boxes.

All accidents and incidents are to be notified to the Church Secretary who will enter in the accident book and notify the Health and Safety Officer who will notify our insurers where required.

If any church buildings or rooms are let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) – These accidents will be reported by the Church Secretary in consultation with the Safety Officer. A list of trained first aiders is maintained by the church secretary.

2. Fire safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- * An assessment of the fire risks in the church and associated buildings and the risk to our neighbours. This is carried out as part of our general health and safety risk assessments.
- * A check that a fire can be detected in a reasonable time and that people can be warned.
- * A check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage.
- * To provide reasonable fire fighting equipment.
- * A check that those in the building know what to do if there is a fire.
- * A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contact in place with a reputable company.

2.1 Fire extinguishers

See building reports for locations of fire extinguishers. The extinguishers noted are checked every month by the Church Warden to ensure that they are still in place and have not been discharged. The extinguishers noted are checked annually by: Houndean Fire and Safety Ltd

2.2 Fire alarm system

See building reports

2.3 Other fire protection equipment

See building reports

2.4 Evacuation procedure It is the responsibility of the Rector to ensure ministry leaders are trained on the evacuation procedures

(A) For large services and concerts, where the congregations/audience exceeds 200, our procedures for stewarding/evacuation are as follows:

1. All designated fire doors must be unlocked before the service/event commences and be

clearly marked as fire exits using the 'Running Man' symbol.

2. A check must be made that all doors can be opened.

3. A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church

4. In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building will be made by the Ministry Leader.

5. The Ministry Leader to check with a rear fire marshal that the building is empty and be the last two people to leave.

6. Persons will leave and go away from the area

7. The emergency services will be contacted

(B) For normal church services with under 200 people our procedures are as follows:

1 All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol.

2 A check must be made that all doors can be opened.

3 In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building will be made by the Ministry Leader.

4 The ministry leader to check with the duty warden the building is empty and be the last two people to leave

5 Persons will leave and go away from the area.

6 The emergency services will be contacted.

(C) For all youth and children activities and small meetings our procedures are as follows:

1 All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol.

2 A check must be made that all doors can be opened.

3 In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building will be made by the Ministry Leader.

4 the ministry leader to check the building is empty and to be the last person to leave

2.5 Evacuation drills

Fire evacuation process will be reviewed every year. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.6 If you discover a fire (no matter how small)

1. Immediately raise the alarm

2. Telephone the emergency services

3. Check the building for occupants

4. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property

5. Evacuate the area

3. Electrical safety

1. A list of all our portable electrical appliances is maintained in the Church Office

2. In the monthly inspections plugs, cables and sockets and fixed electrical installations will be inspected by the Church Warden to ensure that there are no loose connections, worn flexes or trailing leads. Any

defect or repairs needed will be reported to Trevor Meadows (BRG Chair) for action.

3. Every two years all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.

5. Every five years, our fixed electrical system will be inspected and tested by competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.

6. It is our policy not to sell any second-hand electrical goods.

7. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:

- i. Visually check all electrical equipment before use
- ii. Report all faults immediately to the responsible person
- iii. Do not attempt to use or repair faulty equipment
- iv. No electrical equipment is to be brought onto the premises and used until it has been tested by the appropriate person and entered in the electrical equipment record
- v. Electrical equipment should be switched off and disconnected when not in use for long periods
- vi. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

4. Gas equipment safety

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.

5. Hazardous substances

Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

All hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment' are to be locked up and used only by authorised staff.

Do not mix chemicals. Do not store chemicals in unmarked containers.

6. Safety of plant and machinery

The procedures for checking and rules for use are as follows:

1. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
2. Machinery must be switched off before any adjustments are made
3. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
4. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects
5. The appropriate personal protective equipment must be worn when operating any item of plant or machinery
6. Any defect and damage found to any item of plant or machinery must be reported to *Trevor*

Meadows (BRG Chair)

7. Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on

7. Slips, trips and falls – condition of floors, steps and paths

In order to reduce as far as is reasonable practicable the risk of slips, trips and falls, an inspection will be made every month by the Church Warden:

1. All floors and stairs in the church buildings
 2. All paths and steps in the churchyard. Particular not will be made of moss, algae and leaves on paths.
- Any defects will be reported to *Trevor Meadows (BRG Chair)* who will arrange for repairs or remedial measures to be carried out.

8. Lighting

In order to ensure that the church is adequately lit, any bulbs that require replacing will be reported to the Rector who will ensure that the bulbs are replaced following appropriate safety procedures.

9. Working at high levels

Only people approved by the Rector may work at high levels and the appropriate training must be undertaken before any work may be undertaken at high levels.

10. Food and Safety Hygiene

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
2. We ensure that all food handlers have received adequate supervision, instruction and training
3. We ensure that the appropriate assessment of risk is carried out for the foods to be prepared and stored including storage at the correct temperatures
4. Before any preparation commences, all surfaces coming into contact with food must be cleaned and disinfected
5. Food stuffs may only be prepared in the following areas:
Church End Kitchen, Church Hall Kitchen, St John sub Castro Kitchen, South Malling Kitchen

11. Display screen equipment

Our policy is to assess the risk to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out assessments:

- * Stability and legibility of the screen
- * Contrast and brightness of the screen
- * Tilt and swivel of the screen
- * Suitability of keyboards, desk and chairs
- * The work station environment
- * The user-friendliness of the software

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

12. Hazardous buildings/glazing

1. Our policy is to ensure that our buildings are safe and without risk to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every month by the Church Warden.
2. Any defects noted are immediately reported to Trevor Meadows (BRG Chair) and the procedures put in hand for repairs
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
4. A check is made of any asbestos in the buildings by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else may be affected.

13. Child Protection and Vulnerable Adults

The Church has separate policies for Child Protection and Vulnerable Adults.

14. Risk assessments/activities

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999. Ministry leaders to carry out risk assessment for abnormal events and for events away from the Church premises. Risk assessments to be filed on-line before the event.

15. Contractors

Anyone entering church premises for the purpose of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

1. Have their own health and safety policy (where required by law) and be able to provide a copy of the same
2. Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
3. Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation
4. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors
5. All contractors will be given instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake.
6. Contractors will provide risk assessments and method statements for the work being carried out

16. Health and Safety Law poster

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed in each of the church buildings.

8. DATA PROTECTION

1. General statement of policy

The Church needs to keep certain information about its staff, volunteers and members of the congregation to allow us to monitor recruitment, performance, safeguarding and health and safety. It is also necessary to process information so that volunteers and staff can be recruited and paid; and legal obligations to the Diocese and government complied with. Staff and volunteers may also keep notes on people in their care for Pastoral reasons. All staff and volunteers who process or use any personal information must ensure that they follow these policies and procedures at all times

2. Responsibilities of staff and volunteers

2.1 Information about yourself: all staff and volunteers are responsible for checking that any information that they provide to the Church in connection with their employment or voluntary post is accurate and up-to-date.

2.2 Information about other people: all staff and volunteers have a duty to make sure that they comply with these data protection principles, to comply with the law; information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. The Church complies with the Data Protection Principles, which are set out in the Data Protection Act 1998 and in this document. Staff must not disclose personal data to any individual, unless for normal pastoral purposes, without authorisation or agreement from the [Rector](#), Church Manager or in line with the Church policy.

3. Right to access information

Staffs, volunteers, individuals and other users of the Church have the right to access any personal data that is being kept about them either on computer or in certain files. Any person who wishes to exercise this right should ask the [Rector](#) or Church Manager.

The Church will make a charge of £10 on each occasion that access is requested, although the Church has discretion to waive this. This charge will be automatically waived for staff and volunteers

The Church aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 15 working days unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the data subject making the request.

4. Subject consent

In some cases, the Church can only process personal data with the consent of the individual. Some jobs will bring the applicants into contact with children, including young people between the ages of 16 and 18. The Church has a duty to ensure that all staff and volunteers are suitable for any job offered. The Church also has a duty of care to all staff and volunteers.

Therefore, it will make sure that staff, volunteers and others who use the Church facilities do not pose a threat or danger to other users.

The Church will also ask for information about particular health needs, such as allergies to particular forms of medication, or any conditions such as asthma or diabetes. The Church will only use the information in the protection of the health and safety of the individual.

5. The data controllers and the designated data controller

The PCC as a corporate body is the data controller under the Act, and the PCC is therefore ultimately responsible for implementation. It is the responsibility of all staff and volunteers to ensure personal compliance with the policy and for communicating the policy to all staff and volunteers who they are in charge of.

6. Retention of data guidelines for retention of data

Type of Data	Suggested Retention Period	Reason
Personnel files including training records and notes of disciplinary and grievance hearings.	6 years from the end of employment	References and potential litigation
Application forms/interview notes	At least 6 months from the date of the interviews.	Time limits on litigation
Income Tax and NI returns, including correspondence with tax office	At least 3 years after the end of the financial year to which the records relate	Income Tax (Employment) Regulations 1993
Statutory Maternity Pay records and calculations	As Above	Statutory Maternity Pay (General) Regulations 1986
Statutory Sick Pay records and calculations	As Above	Statutory Sick Pay (General) Regulations 1982
Wages and Salary records	6 years	Taxes Management Act 1970
Accident books, and records and reports of accidents	3 years after the date of the last entry	RIDDOR 1985
Health records	During employment	Management of Health and Safety at Work Regulations
Health records where reason for termination of employment is connected with health, including stress related illness.	3 years	Limitation period for personal injury claims
Medical Records kept by reason of the Control of Substances Hazardous to Health Regulations 1994	40 years	COSHHR 1994

Our Safeguarding Policy

Name of church: TRINITY Church, Lewes

Address: C/O Church End, 1 Cockshut Road, Lewes, East Sussex, BN7 1JH

Dated 20 January 18

The Policy is in three sections (numbering refers to place in Staff Handbook):

- 9.1 Safeguarding children and young people
- 9.2 Safeguarding adults with care and support needs
- 9.3 Safeguarding children in towers

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for Safeguarding.

9. SAFEGUARDING POLICIES AND PROCEDURES

9.1 Safeguarding children

INTRODUCTION

Working Together to Safeguard Children (March 2015) states that effective safeguarding should be based on two principles:

- i. safeguarding is everyone's responsibility: any person who works with children, either as a member of the clergy, a paid worker or a volunteer might notice something which gives rise to concern or might receive a disclosure from/about a child and therefore everyone needs to know how to behave in this instance
- ii. And a child-centred approach: for safeguarding to be effective it should be based on a clear understanding of the needs and views of children.

DEFINITION

Abuse is defined as any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. And it can increasingly happen online.

Abuse could fall under one of these headings:

- Physical abuse (including female genital mutilation)
- Sexual abuse
- Emotional abuse
- Neglect
- Online abuse and grooming
- Child exploitation and trafficking

HEARING A CHILD ABUSE DISCLOSURE

Church workers may get to know the children and young people in their groups very well. A child or young person may feel enough trust to be able to talk about unhappy things that are happening at home, at school or at church. This is both a privilege and a responsibility. Remember that the child may want the

abuse to stop but still love the abuser. The child may think that it is possible to stop the abuse without anything else happening.

1. Receive.

Listen to what is being said without displaying shock or disbelief and maintain eye contact as much as possible.

Take what is said seriously

Note down what has been said if possible.

2. Reassure

Reassure the child that they have done the right thing in talking to you

Be honest and do not make promises you cannot keep eg "It will be alright now"

Do not promise confidentiality; you have a duty to refer.

Reassure and alleviate guilt, if the child refers to it eg "you're not to blame".

Reassure the child that information will only be shared with those who need to know

3. React

React to the child only as far as is necessary, but do not interrogate for full details

DO NOT ask leading questions; "Did he/she....?" Such questions can invalidate evidence.

Do ask open questions; "Anything else you want to say?"

DO NOT criticise the perpetrator; the child may still love him/her

DO NOT ask the child to repeat it all for another adult.

Explain what you have to do next and who you have to talk to

4. Record

Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible, but **DO NOT** delay the disclosure if you do not have a pen and paper.

Do not destroy your original notes

Record the date, time, place, any non-verbal behaviour and the words used by the child. Ensure that as far as possible you have recorded the actual words used by the child.

Record statements and observable things rather than your interpretations or assumptions

5. Remember

Contact one of the Safeguarding Representatives.

This is confidential information and must not be discussed or shared with anyone else.

6. Relax

It is important to get support for yourself. Speak to one of the clergy, the pastoral minister or the Diocese who have specialists in these matters and who have personal experience in handling similar situations.

If child abuse is suspected or a child discloses abuse, the local Social Services Department must be informed. They will agree with the incumbent or Safeguarding Representative when the parents and alleged abuser will be informed of the allegation. Advice can be obtained from the Diocesan Child Protection Adviser.

- The Rector [Steve Daughtery](#) [01273 472018](#)
- The Lead Safeguarding Representative [Jane Lee](#) [07825576936](#)
- Deputy Safeguarding Representatives [Amanda Burgess](#) [01273 475930](#)
(Children)
- Deputy Safeguarding Representative [Jenni Taylor](#) [01273 473098](#)

(Adults)

- Lead Recruiter Carol Taplin [01273 483307](tel:01273 483307)
- Bishop's Advisor for Safeguarding of Children and Adults Colin Perkins Colin.Perkins@diochi.org.uk

Best Practice

The House of Bishops policy document on Child Safeguarding requires all clergy and lay people to maintain the highest professional standards in their work and relationships with children and young people. Children need to be safe from harm and adults need to be protected from false allegations or temptation.

1) SAFE ENVIRONMENT

1.1 Make sure that any church activity that involves children or young people is carefully organised.

All such activities should be assessed for risk. This assessment:

- may be informal and involve a discussion amongst the leaders of the activity, about what precautions should be undertaken before the activity is commenced; or
- may take the form of a formal risk assessment involving our standard paperwork.

For off-site activities a standard risk assessment form should be completed by the person in charge of the activity. Consent forms are required, signed by a parent or guardian before children are allowed off site. Details of the activity should be lodged with the TRINITY emergency contact identified on the Consent form.

1.2 Disclosure and Barring Service checks for church workers.

All leaders and helpers who assist in activities with children at TRINITY Church must have a DBS check if their role involves 'Regulated Activity' that occurs 'regularly or intensively'

Regulated Activity relating to children

The new definition of regulated activity relating to children comprises only:

- (i) Unsupervised activities; teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children.
 - (ii) Work for a limited range of establishments ('specified places'), with opportunity for contact; for example, schools, children's homes, childcare premises. (Not work by *supervised* volunteers.)
 - (iii) Relevant personal care, for example washing or dressing and taking a child to the toilet; or health care by or supervised by a professional.
 - (iv) Registered childminding; and foster-carers.
 - (v) Those supervising workers engaged in Regulated Activity e.g. managers, clergy or trustees
- Work under (i) and (ii) is regulated activity only if done regularly or intensively and (iii) even if only done once.*

Regularly and intensively is defined as occurring on four or more days in a single month or overnight

It is Diocesan policy that DBS checks are not currently portable. Even if an applicant has a current DBS check from another organisation they must still obtain a fresh DBS check through the Churches' Child Protection Advisory Service (CCPAS) to which TRINITY now belongs. CCPAS operates a disclosure service to issue DBS checks via an online application service. The person at TRINITY responsible for working with CCPAS and administering the DBS system is known as the 'Lead Recruiter'. This role is separate from that of the Church Child Safeguarding Representatives whose remit is to advise and consult on specific safeguarding concerns that may arise at TRINITY.

Someone applying for a position with responsibility for children/young people within TRINITY, whether paid or voluntary will be expected to have a Job/Task Description for the role.

Each new prospective leader/helper should have a copy of this description and should sign it. The Ministry Head should also sign it with one other person who together ensure that:

- the role has been properly described and appropriate training provided;
- the applicant has understood our Child Safeguarding Policies and Procedures;
- their suitability for the role has been considered;
- they need to be recommended by one of the two signatories who has known them for at least 6 months OR two independent references should have been taken up;
- paid positions, ministry heads and internships should also have undertaken a formal interview process.

Complete a self-declaration form (as per the CCPAS model in the 'Safe and Secure' manual)
Once these steps have been satisfactorily completed an application is made for a DBS check
All church appointments now qualify for 'Enhanced' rather than 'Standard' level of disclosure

No one with a conviction or caution for sexual offences against children is allowed to work with children or be part of a mixed-age activity.

1.3 Make sure that any church activity has sufficient help, but our minimum standards are

0-2 years - 1 person for every 3 children

2-3 years -1 person for every 4 children

3-8 years -1 person for every 8 children

over 8 years -1 person for the first 8 children and then 1 extra person for every extra 12 children

1.4 Make sure that any church activity has appropriate contact and health details of children attending.

The church's standard registration form must be filled in for all children and young people attending church activities where the parents are absent (we take this to mean more than two minutes away on foot, thereby including all three church sites).

A register of attendance should be kept.

Make sure that the premises are warm, well-lit and well ventilated.

They should be kept reasonably clean and free of clutter. Appropriate electric sockets should be covered.

Toilets and hand basins should be easily available. Hygienic drying facilities should be provided.

There should be enough space available for the intended activity.

If food is regularly prepared for children on the premises, the facilities will need to be checked by the Environmental Health Officer and the preparation and service of food supervised by someone with a "Level 2. Food Preparation in Catering Certificate". Drinks should always be available.

2) SAFE BEHAVIOUR

2.1 All clergy, paid employees and volunteers should:

Treat all children and young people with the respect and dignity befitting their age.

Watch their language, tone of voice and body language.

Learn to control and discipline children without physical punishment; this must never be used even if they have the parent's explicit permission for this.

Ensure that another adult is informed if a worker needs to take a child to the toilet. Toilet breaks should be organised for young children.

If known in advance, a parent's permission must be sought if a child or young person is to be seen on his or her own. Another adult must be nearby and the child or young person must know this.

Ensure that each mixed-gender group includes a female helper.

Ensure that children and young people know that they can speak to an independent person in the parish, or contact Childline., if they need to talk to someone. The Childline telephone number - 0800 1111 – will be prominently displayed in the church porch and the Church Hall.

2.2 Clergy, paid employees and volunteers should not:

Invade a child's privacy whilst washing or toileting.

Play sexually provocative games.

Be sexually suggestive about a child or to a young person, even in fun.

Touch inappropriately or obtrusively.

Scapegoat, ridicule or reject a child or young person.

Show favouritism to any one child or young person or group.

Allow a child or young people to involve the worker in excessive attention-seeking that is overtly physical or sexual in nature.

Give lifts to children or young people on their own. If this is unavoidable ask the child or young person to sit in the back of the vehicle.

Share sleeping accommodation with young people.

Invite a young person to the worker's home alone.

Permit abusive peer activities, e.g. initiation ceremonies, ridiculing, bullying.

Allow unknown adults access to children. Visitors should always be accompanied by a known person.

2.3 Clergy, paid employees and volunteers should:

Be prepared for your colleagues to remind you if you forget any of the requirements for good practice and be prepared to help a colleague by advising them in return.

3) SAFE ACTIVITIES

3.1 Health and safety advice

Groups must have access to a phone in order to call for help if necessary.

Adults should be aware of the fire procedures and points of assembly. Fire extinguishers should be regularly checked and smoke detectors fitted throughout the premises. Appropriate fire training should be carried out regularly.

For physical games, there should always be a risk assessment for mixed gender groups and an uninvolved supervisory adult.

No smoking should be permitted in the areas where there are children.

Alcohol and illegal drugs must not be used by those who have children and young people in their care or at a time when their use could affect their care.

A First Aid kit and accident book should be available on the premise. Children's workers should be encouraged to attend First Aid training. A list of first aiders in TRINITY the parish should be compiled and kept available. All accidents must be recorded in the accident book.

3.2 Guidelines for transporting children by private car

Children & young people should not be taken out with transport without the prior consent of the parents.

All those who drive children on church-organised activities should be over 25 and should have no more than 6 points on their licence OR should have held a full driving licence for over two years and have a clean licence.

Any driver who has an endorsement of 6 points or more on their licence should inform the Parish Child Protection Representative.

All cars that carry children should be comprehensively insured. The insured person should make sure that their insurance covers the giving of lifts during church activities.

All cars that carry children should be in a road worthy condition.

All children must wear suitable seat belts. If there are no seat belts children should not be carried.

At no time should the number of children in a car exceed the usual passenger number.

If a child is known to have a disability or special need, consideration should be given whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child in the seat beside him or her.

If a driver has to transport one child on his or her own, the child must sit in the back of the car.

Any driver who has an “unspent” conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway should not transport children.

To ensure that these guidelines are adhered to it would be appropriate to obtain a signed undertaking, covering the above issues, from those people who are prepared to transport children in their cars.

3.3 Guidelines for transporting children by mini-bus

A mini-bus with seat belts must be used.

All children must have a proper seat.

An escort must always be taken.

3.4 i. Guidelines for taking young people away (following DfE guidance)

No child under the age of 8 can be taken away on residential activities without being accompanied by its parent or guardian.

It is important that parents should have full information before giving consent. This should include Aims and objectives of the event or activity.

Date of the event and its duration.

Details of venue including arrangements for accommodation and supervision.

Travel arrangements.

Name of group leader and contact numbers.

Information about financial, medical and insurance arrangements.

Each child or young person under the age of 18 (unless they are over 16 and living away from home or married) must have the written consent of his or her parent or guardian; this gives authority to the person named as responsible for the activity to take the young person away and to act “as a careful parent would”. It does not transfer “parental responsibility”.

3.4 ii. Insurance

Make sure that parish insurance is adequate for the activities planned.

3.4 iii. Accommodation

Boys and girls must have separate sleeping and washing facilities which are private to them. Mixed groups must have adults of both sexes involved. Adults should have separate accommodation but in close proximity to the young people.

Any other arrangements e.g. “sleep-overs”, “lock-ins”, “all-night” events should be carefully explained to parents beforehand and their consent sought for the arrangements.

3.5 Guidelines for holiday clubs and missions

These are situations when there are likely to be extra helpers for part or all of the activity.

Plan the activity carefully. If in the course of one year several events for under 8 year olds extend over more than 6 days there is a requirement for the activity to be registered with the local Social Services Department.

Ensure that all the usual health and safety recommendations are in place. Make sure there are enough helpers for all the activities.

If there are many new or one-off helpers divide them into teams ensuring that there is a known, properly appointed leader responsible for each team. Try to make sure that every helper has completed a Confidential Declaration form and received the safeguarding briefing.

If using volunteers from other churches make sure they have complied with that church's child safeguarding procedures.

Ask the children's parents to fill in a consent form to cover all the activities.

3.6 Guidelines for "off-site" activities

All activities must be covered by the parish insurance; this will probably mean that the activity must be agreed by the Church Council. Potentially hazardous activities must be assessed for risk before being agreed by the Church Council

The leader should take the consent forms with them on the outing.

A First Aid kit should be carried.

When there is an outing a named person must be responsible, back in the home area, in the event of an unforeseen delay or emergency.

This person's name and contact details should be given to the child's parents and they should be available during the time that the group is away.

This person should have the itinerary and be aware of the plans—estimated time of arrival at the destination, estimated time of return back to the church etc.

The named person should have the names and addresses of everyone both adults and children, who are on the trip. In the event of an incident or accident the named person will be responsible for speedily contacting the parents.

3.7 Guidelines for church musicians, including bell-ringers

Arrangements for those under 18 involved in church music or bell-ringing must comply with the Child Safeguarding Policy and any special implementation requirements of the parish.

3.8 Guidelines for working with children or young people with additional needs or behavioural concerns

Staff leadership should know about and make appropriate concessions for children who are in their care and vulnerable. However, it may not always be appropriate to share this information with volunteer leaders for reasons of confidentiality. Therefore, volunteer leaders' behaviour should be especially monitored for best practice.

Behavioural expectations will be made clear to young people and a contract accepting these boundaries should be signed.

In a situation where these behavioural expectations are not being met (eg. children leaving the group without informing the leaders), parents must be informed and a note made of any remedial action or outstanding risk.

9.2 Safeguarding adults with care and support needs

1. AIM OF THIS POLICY

The aim of this policy is to outline the practice and procedures for paid staff and volunteers of the Trinity Churches to contribute to the prevention of the abuse of adults with care and support needs through awareness and by providing a clear framework for action when abuse is suspected. It is aimed at protecting the adult and the worker, recognising the risks involved in lone working.

2a. DEFINITION OF AN ADULT WITH CARE AND SUPPORT NEEDS

An adult with care and support needs is a person who is aged 18 or over who is or who may be in need of special care by reasons of mental or other disability, age or illness and who is unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation.

This may include:

- People with a mental health problem or mental illness (including dementia)
- People with a physical disability
- People with a sensory impairment
- People with a learning disability
- People who are frail and/or experiencing a temporary illness
- People who are recently bereaved

2b. DEFINITION OF ABUSE

Abuse and neglect can take many forms. Abuse can lead to a violation of someone's human and civil rights by another person or persons. It can be the result of an act or a failure to act. It can occur in any relationship and may result in significant harm or exploitation.

Types of abuse:

- Physical: such as hitting, pushing, locking someone in a room
- Verbal: such as shouting or swearing
- Emotional: such as bullying, taunting or humiliating someone
- Financial: such as misusing, withholding or taking someone's money; abusing a position to make people offer gifts, leave legacies or change a will
- Neglect: such as not providing necessary food, care or medicine
- Sexual: such as inappropriate touching, forcing someone to take part in a sexual act against their will
- Discrimination: such as ill-treatment due to the person's age, gender, disability, religious beliefs or race
- Institutional: such as lack of individual care or stimulation
- Spiritual: such as attempts to "force" religious views or values on to people, intrusive healing and deliverance ministries which result in people experiencing physical, emotional or sexual harm
- Modern slavery: such as human trafficking and domestic servitude

3. RIGHTS & RESPONSIBILITIES

a. Of employees and volunteers

- To be familiar with the adult policy and procedures.
- To take appropriate action in line with the policy.

b. Of the adult with care and support needs

- To be made aware of this policy.
- To have alleged incidents recognised and taken seriously
- To receive fair and respectful treatment throughout.
- To be involved in any process as appropriate.
- To receive information about the outcome.

c. Support for those who report abuse.

- They will be taken seriously.
- Their concerns will be dealt with sensitively and shared only on a "need to know" basis.

4. GOOD PRACTICE

Recruitment

- a) Normally people should be part of the church for at least 6 months before working with adults with care and support needs
- b) Risk assessment of the role to assess the need for DBS disclosures.
- c) Interview
- d) Completion of volunteer application form
- e) Completion of confidential declaration
- f) Check of two references

NB People who help in groups once a month should be treated as “visitors” and be supported and supervised by an appointed helper. Young people age 14-18 may help with groups if supported and supervised by an adult helper.

Management

- a) It is the group leader’s responsibility to clarify with the paid worker or volunteer their roles and responsibilities regarding their relationships with the adults with whom they may be in contact.
- b) All paid workers and volunteers will have a job description.

Training

- a) All staff and volunteers to read the Policy for Safeguarding Adults and the “Best Practice” document.
- b) All staff and volunteers to familiarise themselves with the signs of abuse and what to do if they learn of any incidents where adults are being mistreated or abused.
- c) All clergy joining the Diocese and all paid workers with adults with care and support needs must attend a diocesan safeguarding seminar and attend a refresher every 3 years.
- d) The Parish Safeguarding Officer for Adults must attend a diocesan safeguarding adults seminar on appointment and refresher training every 3 years

Record keeping

- a) There should be a written record of any concerns.
- b) The confidential information will be kept in a locked drawer, in line with Data Protection principles.
- c) All incidents should be reported to the [Rector](#) or Parish Safeguarding Officer.

5. IDENTIFICATION OF ABUSE

Physical abuse signs

A history of unexplained falls or minor injuries. Bruising in well-protected areas. Finger marks. Burns. Weight loss due to malnutrition, or rapid weight gain. Drowsiness due to too much medication. Injuries to head/face.

Sexual abuse signs

Disclosure or partial disclosure. Disturbed behaviour e.g. depression, sudden withdrawal from activities, loss of previous skill.

Psychological/emotional signs

Isolated, unkempt, unwashed, smell. Inappropriately dressed. Withdrawn. Change in appetite. Tearfulness. Low self-esteem. Confusion.

Neglect signs

Physical condition poor. Clothing in poor condition. Inadequate diet. Untreated injuries. Poor personal hygiene.

Financial or material signs

Unexplained or sudden inability to pay bills. Extraordinary interest by family members.

Discriminatory signs

Lack of respect shown to individual. Exclusion from rights afforded to others.

6. WHAT TO DO: TO ACT OR NOT TO ACT?

All allegations or suspicions are to be treated seriously. No abuse is acceptable and some abuse is a criminal offence and must be reported to the Safeguarding Officer or the Rector as soon as possible. They will liaise with the Diocesan Safeguarding Adviser as necessary.

To determine the appropriate action it is important to consider:

SELF-DETERMINISM: Is the adult able to make his/her own decisions and choices?

SERIOUSNESS: A number of factors will determine whether intervention is required, the perception of the adult with care and support needs must be the starting point. Factors informing assessment of seriousness will include:

- The perception of the individual and their vulnerability.
- The extent of the abuse.
- The length of time it has been going on.
- The impact on the individual.
- The risk of repetition or escalation involving this or other adults with care and support needs.
- Is a criminal offence being committed?
- The response to any concerns should always be proportionate and appropriate to the issue.

7. SUMMARY

The employee’s or volunteer’s primary responsibility is to protect the adult if they may be at risk. Each employee or volunteer has a duty to take action, in the first instance to inform the Rector or the Parish Safeguarding Officer.

TRINITY Safeguarding Lead Representative [Jane Lee](#) [07825576936](#)

TRINITY Adult Safeguarding Deputy Representative [Jenni Taylor](#) [01273 473098](#)

TRINITY Child Safeguarding Deputy Representative [Amanda Burgess](#) [01273 475930](#)

Bishops’s Adviser for Safeguarding Children and Adults:

[Colin Perkins](#) [01273 425792](#)
[07500 771210](#)

Assistant Safeguarding Adviser: [Morag Keane](#) [07881 580310](#)

East Sussex Adult Social Care: [0345 6080191](#)

9.3 Safeguarding children in towers

This statement relates to all Towers where children ring.

It updates and replaces the Appendix to Guidance Note No 3 “Child Protection in Bell Towers”.

It highlights the principal requirements which must be met together with guidelines for good practice in organisation and behaviour.

Additional guidance is to be developed in relation to adults experiencing, or at risk of abuse or neglect.

Tower Captains, their Deputy/ Assistant and bell ringing teachers/trainers must be safely recruited in line with their responsibilities to teach or train children and/or manage those that teach or train children in accordance with the Church of England Safer Recruitment Practice Guidance.

It is the responsibility of the Tower Captains and the local PCC to ensure that this happens.

In addition the Tower Captain and Deputy / assistant/bell ringing teachers/trainers must undertake Diocesan safeguarding training, in line with Diocesan expectations, which must be refreshed every three years

The Church of England requires those that are eligible for a DBS check to have one in the following roles:

<i>Activity</i>	<i>Supervision by</i>	<i>DBS by</i>	<i>Any new checks by</i>
Directly caring for, teaching, training or supervising children by tower captain, deputy / assistant / bell ringing teachers/trainers or visiting tutors	Tower Captain/ Deputy or Assistant	PCC via diocese	PCC
Transporting children as formal arrangement irrespective of frequency	Driver organised by church or guild	PCC via diocese	PCC

Activities/roles not eligible for a DBS check:

- Ringers in general supporting roles.
- One-off unplanned teaching or deputising in an emergency.
- Transporting children as part of an arrangement between families.

Guidelines for maintaining safer environment for children in the belfry

1. Parents’ consent in writing should be sought prior to commencing teaching, outings or Guild meeting visits and they should be made aware, in advance, of the content and arrangements for teaching, outings or visits. Any medical conditions of the child should be established in advance as should the agreement that the parents are responsible for delivering and collecting the child. It is good practice to invite the parents to a training session so they understand what is involved in learning to ring.
2. If there is a child who it is believed is at immediate risk of harm call the emergency services on 999 and then inform the Diocesan Safeguarding Adviser. Any behaviour of adult ringers which gives cause for concern should be discussed with the Diocesan Safeguarding Adviser who will advise about any further action. They can then liaise with the Parish Safeguarding Officer.
3. Keep an attendance register, which all attendees must sign, so that everyone is aware who was present at any given time.

4. Children must be supervised at all times and should only be allowed into hazardous locations, such as the bell chamber, when accompanied by the Tower Captain /Deputy or Assistant.
5. Always have two adults (preferably one of each gender) present whenever children/young people are ringing or being supervised, taught or transported.
6. Touching should be only that appropriate for teaching, supervision and/or in an emergency. Those helping children by ringing another bell or standing nearby should be aware of the need to protect personal space.
7. Relevant health and safety procedures should be followed and first aid available.
8. Local tower arrangements should always be approved by the PCC in line with the Parish Safeguarding Policy. The Tower Captain should have a copy of the Parish Safeguarding Policy and ensure that Ringers have access to it.
9. Ensure that the appropriate insurance is in place prior to any teaching, training or ringing session. Recommended Additional Best Practice safeguards.
10. All local ringing societies should appoint a Safeguarding Officer, someone who can oversee the performance of safeguarding matters in their area.
11. Good liaison should be established between Tower Captains and PCCs and between the Safeguarding Officer of local societies and the Parish and Diocesan Safeguarding Adviser.
12. Please note that it is the responsibility of all visiting groups to ensure that those leading/supervising a group have had all relevant checks and it is not the responsibility of the host church, unless the host church is providing the leader/supervisor for a visiting group. All visiting groups should have a copy of this General Statement on Safeguarding Towers in relation to children available to them.

9.4 TRINITY Church Lewes: eSafety Policy – 28 Jan 2018

Purpose:

The purpose of the 'eSafety Policy' is to protect the young people and leaders who use electronic means as a form of contact/communication for TRINITY Youth and Children's ministries. This document has used the 'Diocese of Canterbury eSafety Guidelines' as a guide and has been tailored to meet our parishes requirements.

Scope

This policy applies to those members of staff and voluntary leaders who use electronic communication in their work and service with Children, or Youth for TRINITY.

Policy

1. General consent for contact information

- When considering using your mobile or email to communicate with children and young people, consent from both the individual and their parent/guardian should be obtained. This is done most simply when an individual registers to join a group, and mobile consent wording can be added to the general consent that is signed on the form.

2. Communication guidelines

- Clear and unambiguous language should be used. Nuance and tone in email can sometimes be hard to read, and ambiguity, flirtation, crude humour, ridicule or insulting language should never be used, even in jest. Be careful to avoid abbreviations that can be misinterpreted, such a 'lol' (laugh out loud or lots of love) and a 'x' (a kiss).
- Do not say anything in an email that you would not say face to face to a child or young person.
- Do not send inappropriate, offensive or illegal content including texts, images or emails..
- Curfew for interactions at 10pm until 8am with children and young people.
- Do not delete any messages (via FB, email, text) sent to a young person in case of future allegations – this keeps an accurate record of all email communication with young people.

2.1 Mobile Communication

- Written parental consent must be given by a parent/guardian of children and young people under the age of 16 to any individual leader who wishes to contact a young person via their mobile for Youth work pastoral reasons or to inform young people of youth work and church events. (Regarding 'One-to-Ones': These are meetings with a young person and a designated leader in a public place eg. Coffee shop, and will take place primarily with Young people aged 14+ as part of the normal youth work pastoral care).
- As with other forms of digital communication, a record of conversations with children and young people needs to be kept, this includes telephone calls, text messages and any images shared with young people.
- Do not allow anyone else access to the mobile device. It is important to safeguard the contact information that will be within the mobile device.
- Do not use your mobile phone whilst driving!

2.2 Email Accounts

- A leader should use a specific and known account to communicate with the young people aged 14+, the address of which should be known to the young people, parents and the leader's supervisor. It should be possible for the Ministry Leadership Team Supervisor to access all messages, both sent and received on this account. Under no circumstances should messages be sent or received on a separate account. Children, young people and parents should be aware that the supervisor has access to the account, which is most simply done at the time consent is given.
- Emails for young people and children aged 13 or under will be communicated via parents.

- (ACTION: The Youth ministry will set up a specific account for this purpose. Only those involved in Youth pastoral care will have access and use it to communicate with young people. Steve will also have access to this account.)

2.3 Social Media

Using Facebook

General use

Given its global size, Facebook attracts a great deal of media attention. It is important to remember that it is only sustainable as long as its reputation is maintained. As a company it is in their own best interest to ensure that their security and safeguarding systems are above reproach. However, control lies ultimately with the user. All those using Facebook need to be encouraged to customise their security settings. [i.e. the extent of personal information shared and with whom].

Interaction with young people on FB

- There is a risk in any adult being 'friends' with a young person on Facebook. This is often the most effective way of communicating with young people, therefore it is important that some strict boundaries are agreed with any adults who interact with young people. These boundaries are:
 - Parental consent is required if any young person is requesting to be 'friends' with a leader on FB. (This is due to the fact that some young leaders are 18 and have friends who are still considered 'young people'). If a request with consent is submitted, a leader is under no obligation to accept the friend request.
 - Leaders should not be friends with young people under the age of 18 without written parental consent. Instead, a closed 'group page' should be set up with at least 2 leaders and an external person (not connected to TRINITY youth work) e.g. The church rector or Diocesan Youth worker, as administrators.
 - Curfew for interactions at 10pm until 8am.
 - Accountability from a member of the church leadership.
 - The realisation that allowing young people to be 'friends' give them access to all of the leader's Facebook actions.

Do Not

- Do not set up a separate Facebook profile for TRINITY. Whilst encouraged in some sectors, this practise is in fact in direct contradiction to Facebook's Terms & Conditions. Any one person is only allowed to manage one Facebook account. See above for notes on creating a Facebook Page or Facebook Group.
- Do not encourage anyone under the age of thirteen (13 years old) to register on Facebook, Facebook have set the age 13 as the lower limit for users.
- Do not become 'friends' with anyone under the age of 13 years old on Facebook even with parental consent.

Managing a Facebook page or group and the role of an administrator:

- If a Facebook Group or Page is set up in the name of the church or youth group, it is essential that A Ministry Leadership Team Member becomes a member of it and oversees the content and activity. A Ministry Leadership Team Member should be assigned 'Admin status' on all Groups and Pages and monitor comments, the wall, images and the behaviour of members of the Group or Page. An administrator should feel free to challenge, educate or intervene as necessary. This should be done at least weekly. Other administrators should be agreed by the Ministry Leadership Team.
- Should a child or young person under the age of 13 join the parish Facebook page/group they should be deleted as a member, informed why they have been deleted and their parent/guardian should also be informed.
- Any photo's or videos, which include children or young people, added to the Parishes official Facebook page or group must have prior consent from their parent/guardian. Should a photo be added and permission has not been granted, the administrator/s of the page/group must remove it immediately. *Parents/guardians should also be informed.*

Skype

- In regards to communication with a young person, Skype can **only** be used to include a young person aged 16+ in a group discussion that they wish to be involved in, but cannot be physically present. Eg: Lads Small

group/Afterhours. There may be exceptional circumstances for younger youths who are unable to attend a group, for which parental consent must be given E.g. Physical disability/illness.

Using Twitter and all other forms of immediate messaging not already mentioned

- Twitter or other forms of communication not already mentioned should not be used to contact individual youth and children.

Leaders with personal twitter accounts

- All Twitter users need to be conscious that it is, by its very nature, a public forum. Used appropriately this has immense benefits, but it is easy to forget 'where you are'.
- One of Twitter's selling points is that a user may be 'followed' by anyone, anywhere. If this is not appropriate or desirable, the account can be hidden from public searches.
- Remember all Tweets are public and therefore it is possible for young people to be 'following' you. Therefore please ensure all your tweets are appropriate and are not using offensive or illegal content-Including pictures, video, text and audio.

Using Blogs

- Anything posted on a blog is immediately within the public domain – there is no way to un-say something. Care should always be taken: if you wouldn't say it to a crowded room, don't say it on a blog post.
- Enabling comments on posts is generally open to anyone. There is a risk of abusive or offensive language being used by those not known to you or your community. Such comments are easily removed by the blog's author. Check blogs regularly to monitor comments.
- Do not use inappropriate, offensive or illegal content. Including pictures, video, text and audio.
- Do not plagiarise. Most bloggers are happy to have their content reposted on another blog, but they do expect to be credited and for readers to be able to click through to the original site. A link-back is easily inserted into the post referencing where the content has been copied from. If you don't know already then please ask the author's permission first!
- Do not forget that blogs are in the public domain.

The use of Photo-sharing

- As with all online content, care must always be taken to ensure that consent is obtained before making any photographs public. Please Note: The Diocesan Policy and Guidelines for photographs applies in all contexts!
- An image (or text) taken out of context may give a very misleading impression. Be mindful of what impression an image will give to someone seeing it out of context.
- Do not take or share offensive, inappropriate or illegal images.
- Do not assume that something you think is funny will be considered so by everyone else.
- Do not forget that the internet is in the public domain!

The use of Video-sharing

- As with photos, it is vital to remember the need for consent.
- Do not take or share offensive, inappropriate or illegal videos.
- Do not upload any video featuring someone without their consent.
- Do not upload any portion of video that is subject to copyright.
- Do not assume that something you think is funny will be considered so by everyone else.
- Do not forget that the internet is in the public domain!

3. Training/online awareness for children, young people and parents

Young People need to be openly encouraged to be conscious of their activity online; including the information and photos that may be shared and when it is appropriate for members of the Facebook Page/Group to communicate with each other as well as other forms of sharing on social media.

The children's and Youth Ministry should run a 'Think you know' training session for children, young people and parents regularly (at least yearly).

Appendix 1: Definitions

Social Media

Social Media is a form of communication across web-based software and mobile technologies. It is typical of a form of media usage known as 'Web 2.0' which is characterised by the ability of each user to contribute to the media. Traditional forms of media are simply received by a user – newspapers, television, radio etc. – Social Media in contrast offers the user the opportunity to also be a part of the production of media that is in turn received by others. Social Media is essentially conversation. The biggest criticism of Social Media is the matter of security and data protection - it is important to remember that the User is in control. All Social Media platforms are very careful to ensure that the user has full control of the security settings of their profile (including comments, picture, personal information etc.) There will always be a default security setting but as with all computer and internet usage it is the user's responsibility to customise their settings.

Facebook

Founded in 2004, Facebook's mission is to make the world more open and connected. People use Facebook to stay connected with friends and family, to discover what's going on in the world, and to share and express what matters to them.¹ Users must register before using the site, after which they may create a personal profile, add other users as friends², and exchange messages, including automatic notifications when they update their profile. Additionally, users may join common-interest user groups, or 'Like' organisation's Facebook Pages.³

Twitter

At the heart of Twitter are small bursts of information called Tweets⁴. Each Tweet is 140 characters long, but don't let the small size fool you—you can discover a lot in a little space. You can see photos, videos and conversations directly in Tweets to get the whole story at a glance, and all in one place.⁵ Twitter is the most public of all Social Media communications. Whilst it is possible to send a Direct Message [DM] to another Twitter user, all general Tweets are public. This openness is Twitter's greatest advantage as long as all users remember it.

Blog

A blog (a portmanteau of the term web log) is a personal journal published online consisting of discrete entries ("posts") typically displayed in reverse chronological order so the most recent post appears first. Blogs are usually the work of a single individual, occasionally of a small group, and often are themed on a single subject. Although not a must, most good quality blogs are interactive, allowing visitors to leave comments and even message each other on the blogs and it is this interactivity that distinguishes them from other static websites.⁶

Photo-sharing

Photo-sharing sites such as Flickr/Snapfish/Twitpic/Photobucket/yfrog offer an opportunity to store, sort, search and share photographs online. Whilst some Photo-sharing sites are themselves a form of Social Media, when integrated with other Social Media forums users are able to upload a picture to illustrate their experiences.

Video-sharing

Video-sharing sites, such as YouTube, similar to Photo-sharing, offer users the ability to upload, view and share videos. They display a wide variety of user-generated video content, including movie clips, TV clips, and music videos, as well as amateur content such as video blogging and short original videos.

Appendix 2 – useful resources

¹ <http://newsroom.fb.com/content/default.aspx?NewsAreald=22>

² <http://en.wikipedia.org/wiki/Friending>

³ <http://en.wikipedia.org/wiki/Facebook>

⁴ <http://support.twitter.com/articles/15367-how-to-post-a-twitter-update-or-tweet>

⁵ <http://www.twitter.com/about>

⁶ <http://en.wikipedia.org/wiki/Blog>

<http://www.youtube.com/ceop>
<http://www.childnet-int.org>
<http://ceop.gov.uk>
<http://thinkuknow.co.uk>
<http://ccpas.co.uk>
<http://www.beatbullying.org>
<http://www.cybermentors.org.uk>

10. GRIEVANCES AND DISCIPLINARY PROCEDURES

10.1 Grievance procedure

The purpose of this procedure is to ensure that all grievances raised by Trinity Church (Trinity) employees (and, in respect of certain policies, officers and voluntary workers) are dealt with fairly, impartially and consistently. It applies regardless of the complainant's length of service.

However, this procedure does not form part of any person's contract of employment and therefore may be amended at any time and is not contractually obliged to follow this procedure in every instance. Where the church does depart from this procedure it must state the reasons for such departures in writing.

Any individual who considers they have a grievance should raise it as soon as possible using the following procedure. If in the course of applying this procedure a disciplinary matter is discovered, that matter will be dealt with under the Disciplinary Procedure.

- A. Informal Procedure: In the first instance an employee with a grievance ("the Complainant") is encouraged to attempt to resolve the matter informally by discussing their concerns with the Rector or the Church Manager. If it is not possible to resolve the matter informally or the Complainant feels it is inappropriate to try to resolve the matter informally then the formal procedure as set out below should be followed.
- B. Formal Procedure

STEP 1: WRITTEN GRIEVANCE

The Complainant should put the grievance in writing and submit it to the Rector. If the complaint concerns the Rector or the Complainant believes it is inappropriate to raise the matter with the Rector (or the Rector is unavailable) then the grievance should be put in writing to the Chair of the Remuneration Review Group (RRG). The written grievance should set out the nature of the complaint, including any relevant facts, dates, and names of the individuals involved and any witnesses so that it can be investigated.

STEP 2: MEETING

A grievance meeting will be arranged, as soon as reasonably practicable. The Complainant should make every effort to attend. The Complainant may bring a companion to the grievance meeting if a written request has been made reasonably in advance stating the companion's name. The companion should be someone who is able to contribute to the resolution of the grievance but may not be a legal representative. If the Complainant or the companion cannot attend at the time specified the Complainant must inform the Rector or Chair of the RRG as appropriate as soon as possible who will try, within reason, to agree an alternative time. The meeting may be adjourned by the Trinity representative if it becomes apparent that further investigations must be carried out, after which the meeting will usually be reconvened. The Rector or Chair of the RRG as appropriate will write to the Complainant, as soon as reasonably practicable, to confirm their decision, specify any further action that church intend to take to resolve the grievance and, if relevant, advise the Complainant of their right of appeal.

STEP 3: APPEAL

If the grievance has not been resolved to the Complainant's satisfaction an appeal may be made in writing to the Chair of the RRG (or to the churchwardens, if the Chair of the RRG conducted the grievance meeting) stating the full grounds of appeal, within 5 working days of the date on which the written decision under Step 2 was sent or given. An appeal meeting will be arranged, as soon as reasonably practicable. This will be dealt with impartially by a person nominated by

the Chair of the RRG (or the churchwardens) who has not previously been involved in the case. The Complainant will have a right to bring a companion who should be someone who is able to contribute to the resolution of the grievance but may not be a legal representative. Church will confirm its final decision in writing as soon as reasonably practicable after the appeal has been heard. There is no further right of appeal. Any decision under Step 2 or Step 3 may not involve any material change of role or any change in status, remuneration or other terms of employment of the Complainant unless prior approval of the PCC has been obtained.

10.2 Whistle blowing policy

This policy and procedure applies to all employees of Trinity Church.

The Disclosure Officer (“DO”), who at the date of this document is [James Bridgland](#), has been given specific responsibility by the PCC for facilitating the operation of this policy and procedure and ensuring that employees feel able to raise genuine concerns without fear of reprisals. The DO has been selected on the basis of being independent of any employee reporting line and having no responsibility for the overall activities, leadership or ministry of Trinity Church.

All employees are responsible for the success of this policy and should ensure that they take steps to make appropriate disclosures and reports if they become aware of relevant circumstances.

Principles and Legal Framework

In all our activities at Trinity Church we seek to act with honesty and integrity and to high professional standards. We also want to be aware of those occasions when we fail in this, whether knowingly or not, so that we can remedy the situation and/or prevent any recurrence.

In support of these principles, the expectation is that all staff will apply and maintain high standards in their work and that a culture of openness and accountability will prevail. As a consequence, we expect staff to report

(i) any significant failure, malpractice or wrongdoing by Trinity Church and/or its employees and volunteers that they have proper reason to believe has occurred (or may occur) and falls short of these principles or

(ii) any genuine concerns that they might have more generally about malpractice or inappropriate behaviour within the workplace.

For our part we want to ensure that our staff are confident that they can raise any such matters or concerns without fear of reprisals, in the knowledge that they will be taken seriously and investigated appropriately in a confidential environment.

As a separate but related issue, the Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998) ensures that any employee who wishes to voice a genuine concern regarding potential or actual wrongdoing on the part of their employer (including by its employees or officers in the course of their duties) feels sufficiently comfortable to do so and accordingly gives legal protection to the employees making a disclosure.

In certain circumstances, an employee can lose the protection conferred by the Public Interest Disclosure Act by reporting actual or believed wrongdoing to external third parties.

Therefore, any concerns that employees may have as to the application of this policy and procedure, and as to the persons to whom concerns should be reported under it, should contact the DO.

The appendix to this policy gives example of situations where reporting or disclosure may be appropriate. This policy is distinct from our Grievance Procedure and our Anti-Harassment Policy.

If you have a complaint relating to your personal circumstances in the work place, then you should use the Grievance Procedure or the Anti-Harassment Policy as appropriate.

This document does not form part of any contract of employment and we may amend it at any time or depart from it, subject to any person's legal rights, depending on the circumstances of the case.

Procedure for Making a Report or Disclosure

- i. A report or disclosure ("Report") made pursuant to this policy must be made to the DO or in such person's absence (or if the DO is, or may reasonably be thought to be, implicated in the relevant matter), to both churchwardens.
- ii. If you make a Report, you ("the Complainant") may raise your concerns orally at first but you must state that you are using the Public Interest and Other Disclosure Policy and Procedure and specify whether you wish your identity to be kept confidential.
- iii. You ("the Complainant") will subsequently be asked to put your concerns formally in writing.
- iv. Regardless of any wish for confidentiality, all Complainants must identify themselves to the DO or other person to whom the Report is made as proper investigation may prove impossible if the investigator cannot obtain further information from a Complainant, give feedback, or ascertain whether a Report was made in good faith.
- v. Assuming they have opted for confidentiality, every effort will be made to keep the identity of Complainants confidential, at least until any formal investigation is underway. In order not to jeopardise the investigation, a Complainant will also be expected to keep the fact having made a Report, the nature of the concern and the identity of those involved confidential. There may, however, be circumstances in which, because of the nature of the investigation or disclosure, it will be necessary to disclose a Complainant's identity.
- vi. An investigation will be conducted by the person to whom a Report has been made into matters raised therein. The Complainant will be informed of the extent of the investigation and, at reasonable intervals, of its progress. However, the need for confidentiality in respect of other people may prevent giving specific details of the investigation or actions taken. It is not normally appropriate to set a specific timeframe for completion of an investigation in advance.
- vii. Where meetings are held as part of an investigation, the Complainant may be accompanied by a fellow employee. This companion may not answer any questions on behalf of the employee, but may, if authorised do so, make representations on behalf of the employee they are accompanying. There is no statutory right to accompaniment at such meetings.
- viii. Any person against whom the Report makes allegations may also have similar rights to be accompanied. The matters raised in the report will be concluded by drawing up written findings, which will include the reasons for any decisions taken and any recommendations or action plans. The Complainant and any person against whom allegations have been

10.3 Disciplinary procedure

INTRODUCTION

This policy applies to all persons employed by The Parochial Church Council and Churchwardens of Trinity in any capacity and Southover Care Ltd. It is intended to help and encourage all Trinity employees achieve and maintain acceptable standards of conduct, performance and attendance, and to provide a fair and effective method of dealing with alleged breaches of these standards.

Unsatisfactory attendance means a failure to achieve regular and consistent attendance at work. This can include periods of sickness that are covered by a medical certificate.

Unsatisfactory performance means a failure to perform to the required standard. An employee would not normally be dismissed because of a failure to perform or attend to the required standard unless this continued regardless of warnings and an opportunity to improve (within reasonable targets and timescales).

Misconduct means behaviour or conduct, which, although unacceptable, would not justify dismissal. However persistent misconduct may result in dismissal.

Gross misconduct means misconduct so serious as to amount to a fundamental breach of the contract of employment entitling Trinity to bring the contract to an end without notice, subject to the alleged gross misconduct being substantiated.

Penalties for misconduct, unsatisfactory performance and unsatisfactory attendance offences that have been upheld following the procedures set out below will be issued by the person to whom the employee in question directly reports (the “immediate line manager” or “ILM”). The ILM will often, but not always, be the Rector.

Matters considered to be potentially gross misconduct will be investigated by persons outside of the employee’s management chain. Any such case will therefore be presented for consideration and necessary action to a panel comprising three members of the PCC selected by the Rector and Churchwardens none of whom are members of the Remuneration Review Group (“RRG”) For the avoidance of doubt, the Rector and any of the Churchwardens may select themselves as members of the Panel if they are not RRG members.

Appeals relating to misconduct, unsatisfactory performance and unsatisfactory attendance will be considered on behalf of Trinity by the chairman or another member of the RRG . Appeals relating to gross misconduct will be considered by the full RRG which will make a formal recommendation to Trinity for ratification.

Trinity reserves the right to implement the procedure at any stage as set out below taking into account the alleged misconduct of an employee. Employees will not ordinarily be dismissed for a first disciplinary offence.

Where time limits are referred to in the course of any procedure they may be varied by agreement between the employee and the person(s) acting for Trinity. Any such variation will not be contrary to the Arbitration, Conciliation and Advisory Service guidelines.

Employees have the right to be accompanied at a formal disciplinary hearing by a fellow worker or other person of their choice (a “Companion”). However, the Companion may not be a practising lawyer

MISCONDUCT

Matters that Trinity views as amounting to misconduct based disciplinary offences include (but are not limited to):

- persistent bad timekeeping;
- unauthorised absence;
- minor damage to the Trinity property;
- failure to observe the Trinity procedures;
- abusive behaviour;
- unreasonable refusal to follow an instruction issued by the ILM;
- poor attendance;
- poor performance;
- smoking in non-designated areas of Trinity premises.

Investigation

An employee's ILM will promptly and thoroughly investigate any matter that is reasonably suspected or believed to contravene any of the Trinity policies or rules or may otherwise be a disciplinary matter. The employee will be informed as soon as possible as to the fact of an investigation and when it has been concluded.

Depending on the circumstances of the case, the employee may be invited to attend an investigatory interview. If such an interview is held prior to a disciplinary hearing, the employee will be informed at the outset that the interview is an investigatory interview. Trinity reserves the right to dispense with an investigatory interview and to proceed directly to a formal disciplinary hearing.

Misconduct Procedure

Where, upon completion of an investigation, there are reasonable grounds to believe that an employee has committed an act of misconduct, the employee will be invited to attend a disciplinary hearing before the employee's ILM. In the event of poor performance by an employee, disciplinary hearings will usually be undertaken only where further training (if appropriate) and oral warnings have failed to produce a satisfactory improvement to performance.

In the event of a disciplinary hearing taking place the ILM will:

- Give the employee at least 7 days' advance notice of the hearing;
- Tell the employee the purpose of the hearing and that it will be held under the Trinity's disciplinary procedure;
- Explain the employee's right to be accompanied at the hearing by a Companion;
- Give the employee written details of the nature of his/her alleged misconduct; and
- Provide to the employee all relevant information (which should include statements taken from any fellow employees or other persons that Trinity intends to rely upon against the employee) in advance of the hearing.

Where the employee is unable to attend a disciplinary hearing and provides a good reason for failing to attend, the hearing will be adjourned to another day. Unless there are special circumstances mitigating against it, if the employee is unable to attend the rearranged hearing, the rearranged hearing will take place in the employee's absence. The employee's Companion may attend in such circumstances and will be allowed the opportunity to present the employee's case. The employee will also be allowed to make written submissions in such a situation.

Where the Companion is unavailable on the day scheduled for the meeting, it will be rescheduled, provided that the employee proposes an alternative time within five working days of the scheduled date.

Role of a Companion

The Companion has the right to address the hearing to put the employee's case, sum up the case and respond on the employee's behalf to any view expressed at the hearing. The companion may also confer with the employee during the hearing. However, there is no requirement for the employer to permit the Companion to answer questions on behalf of the employee, or to address the hearing where the employee indicates that he/she does not wish this.

The disciplinary hearing

A disciplinary hearing will normally be conducted by the employee's ILM. The employee will be entitled to be given a full explanation of the case against him/her and be informed of the content of any statements provided by witnesses. The employee will be able to call his/her own witnesses. He/she will be permitted to set out his/her case and answer any allegations.

The employee will be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses. He/she will also be given the opportunity to raise points about any information provided by witnesses. Where the intention is to call relevant witnesses the employee will be given advance notice of this. The employee must also give advance notice if he/she intends to call relevant witnesses.

The ILM may adjourn the disciplinary proceedings if it appears necessary or desirable to do so (including for the purpose of gathering further information). The employee will be informed of the period of any adjournment. If further information is gathered, the employee will be allowed a reasonable period of time, together with his/her Companion, to consider the new information prior to the reconvening of the disciplinary proceedings.

As soon as possible after the conclusion of the disciplinary proceedings, the ILM will convey the decision to the employee. The decision will be confirmed in writing. The employee will be notified of his/her right of appeal under this procedure.

Disciplinary action

Where, following the hearing, the ILM has established that the employee has committed a misconduct disciplinary offence, the following disciplinary action may be taken:

Where a minor offence or offences have been committed, a recorded oral warning may be given. The warning will ordinarily state that any further misconduct will render the employee liable to further, more severe disciplinary action. The employee should be informed of the period that the warning will remain "live", normally 12 months. During this period, Trinity may rely on such a warning in the event of further misconduct on the part of the employee.

Where either a more serious disciplinary offence has been committed or further minor offences have been committed by an employee while a recorded oral warning remains "live", the employee will receive a first written warning.

The written warning will:

- i. set out the nature of the offence(s) committed;
- ii. inform the employee that further misconduct is liable to result in further disciplinary action;
- iii. specify the period for which the warning will remain "live" (normally 24 months), after such period the warning will automatically lapse; and
- iv. state that the employee may appeal against the warning.

Where an employee commits further disciplinary offences while a first written warning remains "live", a final (or combined first and final) written warning may be given.

Such a warning will:

- i. set out the nature of the offence committed;
- ii. inform the employee that further misconduct is likely to result in his/her dismissal; and
- iii. state that the employee may appeal against the warning.

Where the employee has committed further acts of misconduct (these being acts of misconduct other than gross misconduct) following a final written warning, the employee may be dismissed with notice or with pay in lieu of notice (or without notice or pay in lieu where the specific terms of the employee's contract so permit).

Where Trinity establishes that an employee has committed an act of gross misconduct, the employee may be summarily dismissed.

The above sanctions may be imposed in conjunction with other forms of disciplinary action.

Appeal

An employee may appeal against a disciplinary sanction imposed against him/her, with the exception of an informal oral warning. The appeal will be heard by the chairman or another member of the RRG, who

- a. will consider any representations made by the employee or the employee's Companion,
- b. may also consult with the person(s) who conducted the investigation and the disciplinary hearing, and imposed the disciplinary sanction and
- c. must decide whether or not to uphold the disciplinary sanction.
- d. In the event that there is a finding for the employee, the disciplinary sanction shall be removed from the employee's record. When lodging an appeal, the employee should state:
 - the grounds of appeal;
 - whether he/she is appealing against the finding that he/she has committed the alleged act or acts of misconduct, or against the level of disciplinary sanction imposed.

The employee must provide written notice of the appeal within five working days of being informed of the disciplinary sanction imposed against him/her.

Appeal hearings will normally take place within 14 days of receipt of the employee's written notice of appeal.

Upon completion of the appeal, the person conducting the hearing will convey his/her decision to the employee. The decision will be confirmed in writing usually within one week. The decision at the appeal is final.

GROSS MISCONDUCT

Gross misconduct is misconduct of such a serious and fundamental nature that it breaches the contractual relationship between the employee and Trinity. In the event that an employee commits an act of gross misconduct, Trinity will be entitled to terminate summarily the employee's contract of employment without notice or pay in lieu of notice.

Matters that Trinity views as amounting to gross misconduct include (but are not limited to):

- stealing from Trinity, members of staff or the public;
- other offences of dishonesty;
- falsification of a qualification that is a stated requirement of the employee's employment or results in financial gain to the employee;

- falsification of records, reports, accounts, expense claims or self-certification forms, whether or not for personal gain;
- sexual misconduct;
- fighting with or physical assault on members of staff or the public;
- deliberate damage to or misuse of the Trinity property;
- serious damage to the Trinity property;
- drunkenness or being under the influence of illegal drugs;
- possession, custody or control of illegal drugs;
- serious breach, without good reason, of the Trinity rules, policies and procedures, including, but not restricted to, health and safety rules and rules on computer use;
- gross negligence;
- conviction of a criminal offence that is relevant to the employee's employment;
- conduct that brings the Trinity name into disrepute (including disrepute instigated through the use of Trinity, personal or other e-mail, websites, blogs and social media); and
- discrimination or harassment of a fellow worker on the grounds of sex, sexual orientation, race, disability, age or religion or belief.

Investigation

The Panel will promptly and thoroughly investigate any alleged matters of gross misconduct.

The employee will be informed as soon as possible as to the fact of an investigation.

Witnesses will be interviewed and relevant documentation will be gathered as part of the investigation. Usually an investigatory interview with the employee will be held prior to a disciplinary hearing. The employee will be informed from the outset that the interview is an investigatory interview, but that it could result, in a gross misconduct hearing.

There may be instances where suspension with pay is necessary while gross misconduct investigations are carried out.

Trinity has the right to suspend with pay where there are reasonable grounds for concern that evidence may be tampered with, destroyed or witnesses pressurized before the disciplinary hearing, or if there is a potential risk to Trinity's ministries, reputation, its members, its other employees or third parties in allowing the employee to remain at work.

Gross Misconduct Procedure

Where, upon completion of an investigation, there are reasonable grounds to believe that an employee has committed an act of gross misconduct, the employee will be invited to attend a gross misconduct disciplinary hearing that will be held by the Panel.

In the event of a disciplinary hearing taking place the Rector will:

- Give the employee at least 7 days advance notice of the hearing;
- Tell the employee the purpose of the hearing and that it will be held under Trinity's disciplinary procedure;
- Explain the employee's right to be accompanied at the hearing by a Companion;
- Give the employee written details of the nature of his/her alleged gross misconduct;
- Provide to the employee all relevant information (which should include statements taken from any fellow employees or other persons that Trinity intends to rely upon against the employee) in advance of the hearing.

Where the employee is unable to attend a disciplinary hearing and provides a good reason for failing to attend, the hearing will be adjourned to another day. Unless there are special circumstances mitigating against it, if the employee is unable to attend the rearranged hearing, the rearranged hearing will take place in the employee's absence. The Companion may attend in such circumstances and will be allowed the opportunity to present the employee's case. The employee will also be allowed to make written submissions in such a situation. Where the chosen companion is unavailable on the day scheduled for the meeting, it will be rescheduled, provided that the employee proposes an alternative time within five working days of the scheduled date.

Role of companion

The employee's Companion has the right to address the hearing to put the employee's case, sum up the case and respond on the employee's behalf to any view expressed at the hearing. The companion may also confer with the employee during the hearing. However, there is no requirement for the employer to permit the companion to answer questions on behalf of the employee, or to address the hearing where the employee indicates that he/she does not wish this.

The gross misconduct disciplinary hearing

The employee will be entitled to be given a full explanation of the case against him/her and be informed of the content of any statements provided by witnesses. The employee will be able to call his/her own witnesses. He/she will be permitted to set out his/her case and answer any allegations. The employee will be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses. He/she will also be given the opportunity to raise points about any information provided by witnesses. Where the intention is to call relevant witnesses the employee will be given advance notice of this. The employee must also give advance notice if he/she intends to call relevant witnesses.

The hearing may be adjourned if it appears necessary or desirable to do so (including for the purpose of gathering further information). The employee will be informed of the period of any adjournment. If further information is gathered, the employee will be allowed a reasonable period of time, together with his/her Companion, to consider the new information prior to the reconvening of the disciplinary proceedings.

As soon as possible after the conclusion of the disciplinary proceedings, the Rector will convey the decision to the employee. The decision will be confirmed in writing.

Penalties

If the case is proven against the employee the normal position is that the employee will be dismissed without notice. However, if the case is proven but is considered to be only misconduct or it is gross misconduct but a lesser sanction is considered appropriate in all the circumstances, then a first or final written warning can be issued according to the process set out above for misconduct offences.

Appeal against dismissal

The employee will be notified of his/her right of appeal under this procedure in writing. The appeal will be undertaken by the RRG which will make a recommendation to Trinity.

Trinity will be under no obligation to reinstate or pay the employee for any period between the date of the original dismissal and the appeal decision and the original date of termination will stand. In the event that the decision to dismiss is overturned, the employee will be reinstated with immediate effect and he/she will be paid for any period between the date of the original dismissal and the successful appeal decision. His/her continuous service will not be affected.

Appeal hearings will normally take place within 14 days of receipt of the employee's written notice of appeal.

Upon completion of the appeal, the chairman of the RRG will convey its decision to the employee. The decision will be confirmed in writing usually within one week. The decision at the appeal is final.

11. OTHER POLICIES AND PROCEDURES

11.1 Anti-harassment policy

Anti-Harassment Policy Statement of Commitment

Every person has the right to be treated with dignity.

Harassment including bullying will not be tolerated in TRINITY Church (TRINITY) and all complaints will be taken seriously and thoroughly investigated.

This policy supports TRINITY's Equal Opportunities Policy.

Responsibility and Scope

The PCC is responsible for establishing and reviewing this policy.

This policy applies to (and so places obligations on) all persons employed by TRINITY 'together with its officers and voluntary workers. Each of these individuals has personal responsibility for upholding the principles of the policy as regards those they work with and other persons they come across in their activities relating to TRINITY, is expected to comply with the provisions of the policy and help others to achieve its aims.

People who work regularly for TRINITY, or who provide temporary cover for TRINITY employees or voluntary workers, on a self-employed basis also fall within the scope of this policy and are expected to comply with it.

What is harassment?

There is no specific legal definition.

Harassment, in general terms, is unwanted conduct affecting the dignity of men and women in the workplace. It often involves matters protected by law such as age, sex or gender, race, disability, religious belief (including theology or churchmanship), nationality but may relate any personal characteristic of the individual; it may be persistent or an isolated incident. The important point is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

Furthermore, harassment includes bullying and any behaviour which an individual or group of individuals knows, or ought reasonably to know, could have the effect of offending, humiliating, intimidating or isolating another individual or group of individuals to the extent that it causes actual harm or distress to the target(s).

Normally, but not exclusively, it involves a series of incidents over a prolonged period of time. Lack of intent is not an excuse if distress is caused.

On the whole it is safest to take the view that if a person complains that they are being bullied or harassed, then they have a grievance, which should be dealt with regardless of whether or not their complaint accords with a standard definition.

How can harassment be recognised?

Harassment, as described above, may manifest itself in a variety of different ways. It is usually persistent, and often unpredictable, and can amount to a severe psychological intimidation. It is insidious, and undermines the ability and confidence of the target(s). It can lead to fear, isolation, demotivation and reduced output, poor concentration, symptoms of stress, a noticeable level of sickness absence or stubborn attendance when obviously unwell, psychological, emotional and physical harm.

Examples

This list of behaviours is not exhaustive but gives a clear indication of the sorts of actions that constitute harassment:

- removing areas of responsibility without discussion or notice
- isolating someone or deliberately ignoring or excluding them from activities
- consistently attacking someone's professional or personal standing
- setting out to make someone appear incompetent
- persistently picking on someone in front of others
- deliberate sabotage of work or actions
- deliberately withholding information or providing incorrect information
- overloading with work/reducing deadlines without paying attention to any protest
- displays of offensive material
- use of e-mails to multiple recipients to reprimand, insult or otherwise inform someone of their apparent failing
- spreading malicious rumours to third parties
- public humiliation by constant innuendo,
- belittling and 'putting down'
- personal insults and name-calling
- aggressive gestures, verbal threats and intimidation
- persistent threats about security
- making false accusations
- aggressive bodily posture or physical contact
- direct physical intimidation, violence or assault

The most serious incidents might result in:

- creating an unsafe working environment
- ignoring signs of overwork and extreme stress
- putting someone's health physically, emotionally or psychologically at risk by making them upset, frightened and/or ridiculed

It is, though, important to distinguish between harassment and behaviour that is reasonable in a particular context. For example, there may be occasions where shortcomings in performance are being addressed and more incisive behaviour is interpreted as harassment simply because the recipient is unused to being challenged or asked to account for their actions.

Communication & training

This policy will be made widely available within TRINITY.

Dealing with Breaches of this Policy

If anyone in the course of their dealings with TRINITY (including its employees, officers and voluntary workers) considers that they are the target of action or behaviour that is in breach of this policy, they should first raise the matter on an informal basis with the Rector (or, if the Rector is not available, another Clergy Member) who should decide whether the matter should be discussed with the Lead Safeguarding Officer.

11.2 Drug and alcohol policy

The Church recognises that alcohol and drug abuse related problems are an area of health and social concern. It also recognises that a member of staff with such problems needs help and support from the Church.

The Church also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour. The Church has a responsibility to its staff and church members to ensure that this risk is minimised.

Accordingly, Church policy involves two approaches: -

1. Providing reasonable assistance to the member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
2. Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either (1) an alcohol or drug abuse problem does not exist or (2) where treatment is not possible or has not succeeded.

The Church has not the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies.

Through this policy the Church will seek both to assist a member of staff in obtaining such specialist help, and to protect his/her employment in the Church.

11.3 Equal opportunities policy

Theological Basis

TRINITY Church (TRINITY) recognises that whilst there is differentiation in creation and that people are not all the same, all human beings share the same nature and origin, are created in the image of God and are of equal value in the sight of God.

TRINITY also seeks to uphold the dignity of all human beings and to enable every person to flourish and to reach their God given potential.

Statement of Commitment

TRINITY supports the principle of inclusiveness and equality of opportunity in the workplace. In relation to recruitment, remuneration, training, consideration for promotion, resolution of grievances and disciplinary matters and other treatment at work of its paid employees, office holders and voluntary workers (including where relevant applicants for such positions)

TRINITY aims to ensure that it acts without bias and that no-one is disadvantaged by conditions or requirements that cannot be shown to be justifiable. It is, however, recognised that some posts may give rise to a genuine occupational requirement, in particular that the post-holder has a commitment to the Christian faith. TRINITY will, therefore, work to prevent any direct or indirect discrimination (as defined below), or discrimination on any other grounds, in relation to its paid employees, officers and volunteer workers in the workplace which cannot be shown to be a necessary requirement of the job or office concerned.

TRINITY will also not tolerate victimisation.

Responsibility

The PCC is responsible for establishing and reviewing this policy.

This policy applies to all employees, voluntary workers, TRINITY office holders and appointees to diocesan bodies, each of whom have personal responsibility for up-holding the principles of inclusiveness and equal opportunity. They are expected to comply with this policy and help others to achieve its aims

Definitions

Direct Discrimination occurs when a person is treated less favourably than others in similar circumstances on the grounds of race, colour, national or ethnic origins, sex, sexual orientation or perceived sexuality, marital status, disability, pregnancy, maternity, "spent convictions" of ex-offenders, age, religion or belief or any other grounds prohibited by law.

Indirect Discrimination occurs when a condition or requirement is imposed which adversely affects one particular group considerably more than another and cannot be strictly justified in terms of requirements for performing the job.

Victimisation is defined as singling out an individual for harsh treatment, or unfair action/sanction.

Bullying and Harassment: All those involved in church life, whether clergy, officers, employees or voluntary workers are entitled to an environment free from hostility. Intimidating behaviour also prevents other people from working effectively and denies them job satisfaction. Harassment, including sexual and racial

harassment, bullying and victimisation are all therefore unacceptable and are disciplinary offences (such behaviour may also in some cases be illegal). TRINITY has a separate Anti-Harassment policy.

People with Disabilities

If a paid employee, office holder or voluntary worker (including where relevant an applicant for such positions) is disabled within the meaning of disability legislation, TRINITY will discuss with that person whether they are able to fulfil their proposed duties and whether there are any adjustments that could reasonably be made to the job responsibilities or working environment to enable such person to carry out their proposed duties effectively. TRINITY may also ask a medical practitioner appointed by it to advise on these matters.

Communication and Training

This policy will be made widely available within TRINITY.

Dealing with Breaches of this Policy

Whenever any paid employee, office holder or voluntary worker considers that they are the target of action or behaviour that is in breach of this policy, they should first raise the matter on an informal basis with the [Rector](#), the Church Manager or other appropriate person with a view to a swift and effective resolution of the situation. If such an approach is not successful, action under other TRINITY policies and/or the grievance or disciplinary procedure will be appropriate.

Confidentiality

Any matter raised in relation to an alleged breach of this policy will be treated with absolute confidentiality and no action will be taken without the willing consent of the person who feels he or she has been a target.

False Accusation

False accusations are a serious matter. Making an unfounded, malicious or vexatious complaint or allegation will be regarded with the utmost seriousness and may result in disciplinary or other formal action being taken within TRINITY, dismissal or removal from office and could even result in the complainant being sued. Incidents that involve a complaint against a member of the clergy may involve other procedures outside of TRINITY.

11.4 Food safety and hygiene procedures

The church has a clear responsibility to buy, prepare, store, cook and serve all food and drinks in the safest way.

Purchasing: Food should be bought as far as practicable in line with the church's ethical food policy.

Storage of foods: Recommended refrigerator and freezer operating temperatures are to be maintained.

Consumption dates are to be observed and no perishable foods are to be left on church property.

Equipment: All relevant recommended hygiene and safety equipment is to be provided by the church. Where food is prepared and cooked at home, all measures appropriate in a domestic setting should be observed. Cleanliness routines are obligatory.

Cooking: Particular care should be taken over re-heating pre-cooked food. If in any doubt at all, use a temperature probe.

Training: Regular main cooks and those responsible for supervision of others must have the Level 2 Food Safety & Hygiene qualification.

Monitoring & Record-Keeping: The church will operate a version of the SFBB paperwork, modified as appropriate for our circumstances, with no catering employees, many volunteers and several locations. Diaries will be kept and signed on each occasion.

Safety: All those involved in catering should familiarise themselves with fire prevention guidelines and fire-fighting facilities. First-Aid boxes are to be provided in each location.

Information: Notices relating to food safety will be displayed as appropriate in each location.

11.5 Church and business policy

There are many different forms of relationship that a church can have with a business: be a champion (endorsement); commercial transactions (purchasing, sponsorship, advertising); acknowledge (accreditation); and as a beneficiary.

- It is good and right for a church to have appropriate relationships with appropriate businesses.
- It is good and right for a church to support members of the church in their business, all other things being equal and with fair competition.
- All relationships with business should be open, transparent and, as far as possible, unambiguous.
- No relationship should bring the church into disrepute by association as a result of the nature or the ethical execution of the business.
- No relationship with a business should detract or deflect a church's ministry from its purpose.
- The church should not endorse a company unless there is a clear Christian distinctiveness in its business.

11.6 Financial management policy

Scope

This policy applies to all events organised under the auspices of TRINITY Church except for events falling within the scope of a restricted fund of the PCC.

Principles

A. Events organised under the auspices of TRINITY Church should be properly planned with a budget drawn up in advance of the event being advertised.

B. No event should expect to make a loss without explicit approval. Where an event is planned to make a loss the following rules apply:

If the expected loss is less than £200 and it is planned within the existing budget then approval is only required from the Budget Holder.

If the expected loss is more than £200 and it is planned within the existing budget then approval is required from the Budget Holder and either the Treasurer or the Rector.

If the expected loss is more than £200 and it is not within the existing budget then approval is required from the Budget Holder and the PCC.

C. Proper financial records for the event should be maintained.

D. The treasury team should be notified in advance of any event where payments will pass through the Church accounts.

E. Payments and collection of income should be done promptly. Attendees should pay all fees prior to the event.

Guidance and best practice

A. Drawing up a budget

When planning an event it is important to draw up a budget to assess the financial viability of an event. The budget should include all relevant costs likely to be incurred. These could include:

- a) Travel
- b) Accommodation
- c) Food & Drink
- d) Fees & expenses for guest speakers
- e) Hire of equipment
- f) Publicity costs
- g) Gifts to organisers / speakers
- h) Insurance
- i) Bank charges

This is not an exhaustive list and you will need to review if there are other costs that may be incurred. Some of these costs may be incurred on a per attendee basis, but others may be incurred regardless of the group size.

The other side to the budget is the likely income. To assess this, you will need to consider the following factors:

- a. How many people are likely to attend?

- b. Are there limits on the group size?
- c. What price structure will apply?
- d. Are there any other sources of income from the event?

It is recommended that the budget is drawn up in a spreadsheet program such as Excel. Example templates are available from the treasury team.

Once the draft budget is drawn up you need to make sure that the price/fee is set so that at a minimum income and expenditure balance. It is best to err on the side of caution and plan for a small surplus.

B. Handling payments / maintaining financial records

Before advertising the event it is important to be clear on:

- a. Will a deposit be needed from delegates to secure a place? This is particularly important if there are non-refundable fees (such as hotel booking fees) being paid out.
- b. When will the balance of any payments need to be made? The payment schedule must be made clear to all participants. The balance of payments must be received before the start of the event.
- c. Are there any attendees/speakers who will be exempt from the fees or paying a reduced fee?
- d. Are all payments and income to be made through the Church account or will the organiser hold the funds and manage all payments and income? A mixture of these methods is not permitted. If the event is to be handled through the church account, see below (section C) for the rules which apply to such events.
- e. When taking payments from participants it is important to maintain a record of who has paid. This should include the method (cash/ cheque / on-line), dates and amounts.

11.7 Ethical purchasing policy

Introduction

We are stewards of the money given to us by our church family and we are accountable to God for the way we use it.

The purpose of this policy is for TRINITY to play its part in endorsing ethically produced goods and services through what we do and do not purchase.

This policy is for people who purchase food, food ingredients, drinks and supplies for any ministry which is done in the name of TRINITY church (whether the recipients contribute towards the cost or not), or where the costs are reclaimed from TRINITY church.

It does not apply to events that are not part of TRINITY's ministry and where no portion of the costs is reclaimed from the church.

We live in a broken world where the true source of the things we purchase is often misleading and camouflaged. In this context, there is a scale in the welfare of people and animals ranging from the very worst to the very best

Often the differences between the available options are poorly documented and confusing. Definitions are evolving and often ambiguous. Sometimes the ideal product is not available and therefore a balanced choice must be made between the best options and changing the type of purchase completely (eg. a different meat dish or a vegetarian option).

For the above reasons this policy, more than any other, has been difficult to formulate. However, we have decided neither to ignore this subject, nor veer towards a simple polarised position.

Individual members of the church may have strongly held and different interpretations for what is acceptable for them and their family. However, we ask everybody involved in purchasing for the church to follow this policy even if it represents a different conscience and interpretation of scriptural principles.

We also recognise that this is not an exact science and therefore we are asking for your best and thoughtful endeavours in conformity to this policy. Please do not feel judged by your final purchasing decisions.

We understand that this policy will affect the cost of some of the things we do. As a PCC we want to reassure those leading our various activities that we accept this extra cost as a fair price to avoid exploitation. Thus we may need to pass on the costs of our events to those participating, reduce what we do or seek subsidy from the PCC. If you have any questions please do talk to a member of the leadership team.

With this in mind, the following should be adhered to in relation to relevant purchases:

- Ethical Treatment of People:
 - purchase fairly traded products where available (eg Fair Trade), including Tea, Coffee, Sugar and Cocoa products.
- Ethical Treatment of Animals:
 - do not purchase intensively farmed animals;

- buy higher welfare animal products (eg. free range, organic, pasture based). However for eggs and dairy products: to buy eggs produced from at least free-range reared chickens; to buy milk from at least free-range animals; prefer animals reared locally.
- Ethical Treatment of our World:
 - buy coffee with at least Rain Forest Alliance standards where available; buy products containing organic/sustainable palm oil where available; buy sustainable seafood (eg use the 'Marine Stewardship Council' logo when buying fish).
 - Use any recycle bins provided (eg. Church End) for food waste, paper, glass and cardboard;
 - prefer recycled products, especially paper;
 - prefer locally sourced products.

Activities Covered by this Policy

- This Policy applies, but is not limited, to:
 - CaféLife,
 - Coffee and Tea and Biscuits/Cake around services;
 - Youth Fellowship meals, Youth Discussion Breakfasts, FNL, After Hours, House-parties, Camps (eg Soul Survivor)
 - Men's Saturday breakfasts and other meals,
 - Monday Club lunches,
 - Alpha, Youth Alpha
 - Congregation Lunches,
 - Hospitality Events (eg. Student Teas),
 - CONNECT events
 - Ministry BBQs,
 - Lunch Bunch
 - Small Groups (eg Links, Link Up, CAMEO, Inspire)
 - Other areas, such as energy and cleaning products (inc toilet paper and paper towels), are being considered separately.

11.8 Gift aid policy

Gift aid is a valuable benefit granted to charities by the Inland Revenue in recognition of the valuable work performed by the charitable sector. Abuse of the gift aid rules puts a charity at risk of having its ability to reclaim gift aid privileges terminated and the trustees made liable for any gift aid incorrectly claimed. Therefore, as a PCC we want to ensure we comply fully with the rules surrounding gift aid.

There are several principles that underlay Gift Aid:

- a) There must be a payment of a sum of money to charity with the result that the funds given belong to the charity.
- b) The payment must constitute a gift by the Donor.
- c) There must be no benefit received by the donor, or any person connected with them, in consequence of the gift made.
- d) The funds gifted must be used by the recipient charity in pursuance of its own charitable objects. In our case our charitable objects are: "Promoting in the ecclesiastical parish the whole mission of the church."
- e) The donor must have paid at least as much Income tax in the (between 6 April and 5 April) tax year as the income tax being reclaimed.
- f) The charity must hold a current gift aid declaration, or envelope annotated that we can claim tax, with their full name, address and signature.
- g) It is the responsibility of the donor to cancel their declaration and/or if they no longer pay sufficient tax on your income and/or capital gains, in writing.

These principles appear simple, but in our practical case they can be complicated by several factors:

- a) The funds given are destined for mission activity outside of TRINITY Church, so do not belong to TRINITY Church.
Here the issue of trustee discretion is critical - if the activity was initiated and sanctioned by the PCC then we are on pretty safe ground.
- b) The funds are given by employees of the church with a restriction that they may only be used within their own area of mission activity. This is a grey area, but again the issue of trustee discretion is key.
- c) Donors may have made a previous gift aid declaration, but may no longer be paying Income tax.

In order to ensure compliance with Inland Revenue rules the following guidelines apply:**Rule 1**

Where funds are given to the general fund (with no restriction), so long as a current valid gift aid declaration is held, gift aid may be reclaimed. This applies to Employees and non-Employees alike.

Rule 2

Where funds are given with a restricted purpose for use directly by TRINITY church, so long as the particular activity has been initiated and sanctioned by the PCC prior to the receipt of funds, gift aid may be reclaimed (this includes gifts by employees). This is subject to the requirements for a current valid gift aid declaration being held.

Rule 3

Where funds are given with a restricted purpose for use outside of TRINITY church (e.g. Mission Giving), so long as the particular activity has been initiated and sanctioned by the PCC prior to the receipt of funds, gift aid may be reclaimed. This is subject to the requirements for a current valid gift aid declaration being held. Gifts by family members of the ultimate recipient will require the approval of the treasurer and one

Church Warden prior to gift aid being reclaimed. Where such a donation is done on a regular basis, the donor will be expected to give notice of termination of the arrangement.

Rule 4

Where funds are given with a restricted purpose for use outside of TRINITY church and the particular activity has not been initiated and sanctioned by the PCC prior to the receipt of funds, gift aid may not be reclaimed. Anybody wishing to donate money to a third party or organisation in such a way will be given information on setting up their own CAF account, to claim gift aid.

Rule 5

If not otherwise specified by the Donor, the gift aid on any restricted donation will be added to the account of the relevant restricted fund. Where a donation is partly restricted and partly un-restricted, then the gift aid will be split in the same proportion.

Rule 6

Donors are to notify the Treasurer (or other persons responsible for managing the gift aid claims) where they cease to be income tax payers.

Rule 7

Gift aid declarations are to be retained by the church and will be valid for a duration of 6 years (this duration is subject to discussion) or until notified by the donor that they are no longer a tax payer. Prepared by the Financial Review Group. January 2013. These rules are based on the briefing paper from Stewardship - "When a charity's income is not its income!".

11.9 Church building policy

TRINITY's Policy on the use of Church Buildings.

1. Background.

Without pews, the Nave and Chancel of all our Church Buildings are now more available for use by people and groups outside of a Sunday Service. The question arises: what uses are appropriate for these spaces which are at the heart of our church's corporate worship?

In the Old Testament, the worship of God centred around the Tabernacle and later, the Temple in Jerusalem. Both of these structures housed the very presence of God. They had areas that were not only holy, but also areas which were most holy. Who could enter, and what they were allowed to do were heavily proscribed. Gentiles were allowed in to the outer courts, Jews could enter the inner court, Priests could enter the Holy Place and High Priests could enter the Holy of Holies (and then only once a year).

Therefore, the Jewish people had a deep understanding of the divide between secular and holy, and between holy and even more holy. In the New Testament all of this changed. The prescriptions of the old covenant were fulfilled and overwhelmed by God's grace and the people of God entered into an undreamt of intimacy of God's presence. In fulfilment of Old Testament prophecy the idea of the Temple as a building was superseded by the Temple being the physical body of the believer. The glory of God no longer dwelt in only one place but in the hearts of every child of God. There was no longer a special caste of Priests; all of God's people became Priests. In essence, when the curtain of the Holy of Holies in the Temple was ripped in two at the moment of Jesus' death; and when the Spirit of God was poured out on all people at Pentecost; and when God said to Peter – 'you may eat all foods'; and when the Temple itself was destroyed - God was declaring for all Christians that there is no longer a divide between secular and sacred. Everything that is good is, for the Christian, sacred. All is holy to God.

This has tremendous ramifications for every Christian. Since we are temples of the Holy Spirit everything that we do should be seen as sacred to God: from singing hymns to dancing at a party, from reading the Bible to plumbing. Everything we do is holy. We should do nothing that we would not do if God were present (because God IS present). We should not think that there are especially holy places, because all places should be holy.

This means that:

- The holy person we try to be in church on a Sunday should be the same person that we try to be anytime and anywhere;
- The things we do and say anytime and anywhere are said and done in the presence of God;
- We can pray, worship and serve God anytime and anywhere, not just in church;
- The Clergy are not the only people who should show God's love and truth in their attitudes, words and actions. This priestly duty is the responsibility of all of God's people.
- For TRINITY this means that we do not consider the church building to be more holy than our home. If it is, it should not be. We do not think that the Nave and Chancel are any more holy than the Chapter House or St John's Church Hall.
- Clearly there are differences in the use that we put these different spaces to, but they are to do with the quality of the room and the availability that we require. They are not to do with differences in holiness.

2. Principles.

The principles which govern how we want to use the all our buildings are:

- For practical reasons we want to ensure that the church buildings are primarily available for the mission of the church;

- We want to prayerfully consider the pastoral issues surrounding limiting activities that are incompatible with our faith with Jesus' injunction to love our enemies and to be a blessing to those who persecute us;
- We want to be aware of the sensitivities of members of the church who are still thinking through the background theology of sacred space;
- We want to protect the space from damage;
- We do not see a principled difference in terms of 'acceptability', between activities which are missional, private, commercial, and not-for-profit.

3. Policy.

All bookings of a church building are made at the discretion of the Rector, operating through the Venue/Bookings Administrator. Different charges will apply to activities which are missional, private, commercial, and not-for-profit.

11.10 NUT ALLERGY POLICY

General Statement of Policy

TRINITY Church takes the view that it cannot eliminate the risk for sensitive individuals from exposure to nut allergens at TRINITY Church events. As such it must be the responsibility of such individuals (and the parents of sensitive children) to take all proper actions to protect themselves (or their children) in relation to food present at such events, whether or not for their consumption, and to use their own best judgement with regards to any specific event, as to whether or not adequate precautions have been taken.

However, it is possible for TRINITY Church to take reasonable actions to help sensitive individuals and their parents exercise that responsibility and judgement. This policy represents our best understanding of those actions.

Therefore, TRINITY Church will take all reasonable steps at events to:

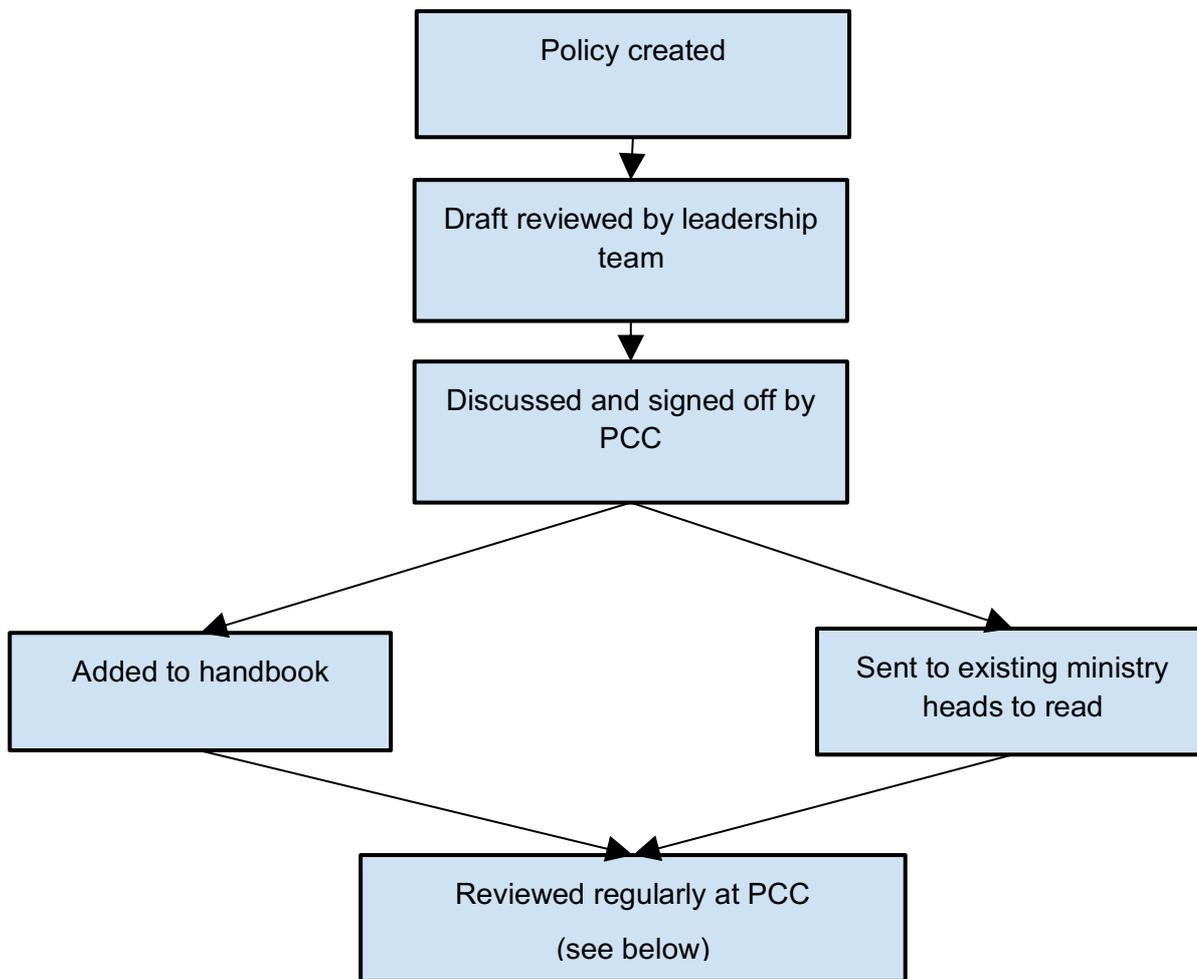
- warn, through signs or other means, that it is not safe to assume that food at events is nut free, so allowing relevant persons to make educated choices,
- provide only nut free food, which would be expected substantially to decrease the percentage of nut-containing food, so significantly decreasing the risk of trace exposure.

Particular Considerations for Church Wide Events

1. In this context, a “church-wide event” is defined to be an event, such as Connect weekend, that is open to TRINITY congregations as a whole, and such that it is impossible for the event coordinator to know if sensitive individuals will be participating. All services, including 11.15am café, are included in this as they are open to any member of TRINITY Church as well as non-church members.
2. At church-wide events, all children are under the direct supervision of their parents, and therefore, it is the parent's responsibility to assess the risk of exposure of sensitive children to nut allergens, and to take appropriate steps to minimise or eliminate that exposure.
3. For church-wide events where the food is under the direct control of a coordinator i.e. where the food is to be purchased, catered, or prepared under the direction of the coordinator, the coordinator shall take all reasonable steps to ensure that the food is nut free.
4. For church-wide events where the food is provided by others (e.g. the participants at bring and share or bring your own lunches), the coordinator shall request beforehand that foods provided/consumed are nut free, preferably as part of the event announcement or food sign-up process. However, for this type of event, there must be a warning to those with nut allergies that there is a risk of exposure to nut allergens. e.g. a sign can be placed near the cakes advising that we cannot guarantee that the food is nut free.
5. 11.15am coffee and pastries: since the pastries are bought externally, the purchaser should only buy nut-free items, but should post a sign on the coffee bar that the food served may not be nut free. [This should also apply to biscuits, cakes etc at other services.]
6. For closed group smaller events for which participants have completed a food allergy form and where there are no sensitive individuals (such as Alpha, youth small groups), this policy need not be taken into account.

CafeLife To be discussed and updated once the TRINITY Centre is due to open.

12.POLICIES SCHEDULE



Policies reviewed at PCCS:

2017

- Jan = Safeguarding policy and procedures (should be reviewed annually)
- March = Church building usage policy
- May = Food safety and hygiene policy
- July = Financial management policy
- September = Drugs and alcohol policy
- November = Religion within business policy

2018

- Jan = Safeguarding policy and procedures
- March = Equal opportunities policy
- May = Anti-harassment policy / Financial Policy and Procedures
- July = Gift aid policy
- September = Ethical purchasing policy
- November = Nut allergy policy

2019

- Jan = Safeguarding policy and procedures
- March = Health and safety / Financial Policy and Procedures