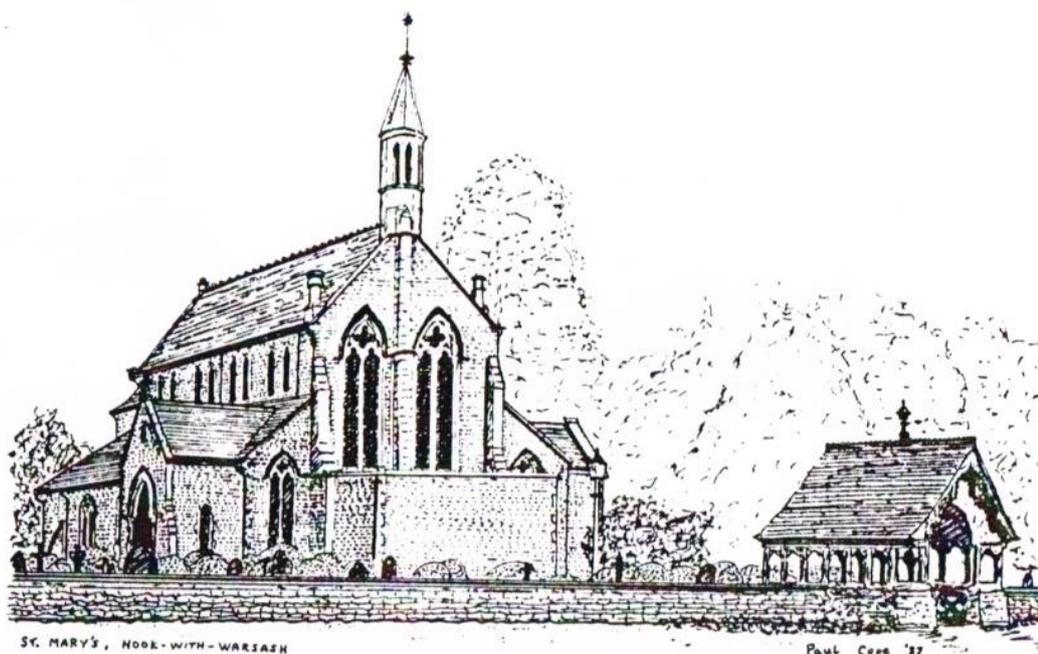


ST MARY
HOOK WITH WARSASH



STAFF HANDBOOK

December 2015

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INTRODUCTION

Our faith shapes who we are and what we do. We believe Jesus laid out a radical and different path for life that's often at odds with the values around us today. As a church we are bound together by a set of common principles that help us live as closely to that path as we can.

Our Church Vision

We seek to be a church which is growing in faith through worship, prayer and learning together; sharing our faith and God's love through service and mission

Our values

Welcome

St Mary's is a warm and welcoming church community. All are welcome and all are valued.

Celebration and fun

We want to have a sense of fun and a love of life. Our intention is to be a group of people who celebrate the goodness of God and know when not to take ourselves too seriously.

Innovation, creativity and boldness

We believe it's important to create the opportunities and space for new ideas to take shape and grow. We want to take risks and live with boldness and courage and commit ourselves to the adventure of serving God, wherever it leads.

Disciples Who Make Disciples

We are disciples of Jesus who seek to model our lives on his. As such we seek to draw friends, colleagues, neighbours and all we meet into the lifelong joy of being a disciple of Jesus and we seek to take the life of our church out into our wider community.

General Terms and Conditions

1. Terminology

1.1 In this document, "PCC" refers to the Parochial Church Council of St Mary's Church, Hook with Warsash.

2. Job Title And Description

2.1 An employee's job title, job description and normal duties, the date of the commencement of employment and Line Manager will be detailed in their contract of employment of which these terms and conditions forms a part.

2.2 In addition to their normal duties, an employee may be required to undertake other duties from time to time.

2.3 In the event of a conflict, contradiction or inconsistency between this handbook and any contract of employment, the provisions, terms and conditions of the contract will prevail.

3. Probationary Period

3.1 The first six months of employment will be probationary (unless the contract of employment state otherwise).

3.2 Employment may be terminated on four week's notice given in writing by the PCC at any time during this period.

3.3 An employee's performance and suitability for continued employment will be reviewed throughout their probationary period and if, at the end of the period, their performance is deemed satisfactory, their employment will be continued.

4. Maternity and Paternity Pay and Leave

4.1 Entitlement to maternity and paternity leave is covered by statutory regulations.

5. Other Employment

5.1 An employee is required to notify their Line Manager of any paid or unpaid work which they intend to undertake for an outside party during their employment with the PCC.

6. Employee Appraisal

6.1 All employees will receive an appraisal annually. The intention of the review is to agree personal and PCC related objectives and to identify any training or development needs.

6.2 Add in para about self-appraisal process and appendix.

7. Salaries

7.1 Employees will be advised of their salary in the letter that offers them employment or in their contract of employment.

7.2 Salaries will be paid in arrears, on the 28th of each month, by such methods as the PCC may from time to time decide.

7.3 Salaries will be reviewed by the PCC as part of the annual budgeting cycle, and any revised salary will take effect from 1 January. Employees joining after 1 July will not normally have their salary reviewed until the Autumn following twelve months service. Employees will be notified in writing of any change in salary resulting from a review.

7.4 The PCC reserves the right to revise salaries at any time during the year where exceptional circumstances dictate.

8. Deductions

8.1 The PCC reserves the right in its absolute discretion to deduct from an employee's salary any sums which they may owe the PCC including, without limitation, any over payments or loans made to them by the PCC or losses suffered by the PCC as a result of an employee's negligence or breach of the PCC's terms and conditions or duties.

8.2 The PCC also reserve the right to deduct a day's pay for each day of unauthorised absence (including leaving employment without notice or during an employee's notice period without the PCC's permission).

9. Expenses

The PCC expects employees or volunteers to act responsibly and professionally when incurring and submitting expenses.

9.1 Original receipts are required for the reimbursement of all amounts.

9.2 Expenses should be claimed using the PCC Expense Claim Form (Appendix XXXX)

9.3 A claim form must be submitted within 60 days of an expenditure item being incurred.

9.4 Claim Forms must be submitted by 8th day monthly, for reimbursement by the end of a month by cheque. The PCC may reimburse total amounts under £20 direct from petty cash.

9.5 All claim forms must be approved by the Treasurer. In the case of the Treasurer making a claim for reimbursement of expenses, the expense form must be countersigned by a second cheque signatory.

9.6 A claim form should be used for all transactions with the exception of large or one-off purchases. These should be made by the Treasurer, Vicar or Churchwarden, and countersigned by a second cheque signatory.

9.7 Standard HMRC mileage rates apply.

10. Authority to Commit to Expenditure

10.1 Where necessary, employees and volunteers are allowed to make purchases without prior authorisation up to a total value of £50, but not more than £100 in any one month.

10.2 Purchases of items over £50 can only be made with the prior authorisation of the Treasurer, Vicar or Churchwarden.

10.3 Where an employee or volunteer manages a budget or holds an amount of money on behalf of the Treasurer, detailed records and a running total must be submitted to the Treasurer every 60 days for audit purposes.

11. Insurance

11.1 The PCC has arranged insurance covering its liability to employees to the limit required by law.

12. Confidentiality

12.1 Employees must not disclose any information of a confidential nature relating to the PCC during or after their employment except in the proper course of their employment or as required by the law.

12.2 Employees must not remove any documents or tangible items which belong to the PCC or which contain confidential information from the PCC's premises at any time without proper authorisation.

12.3, Upon the termination of their employment, employees must return to the PCC all documents and tangible items which contain or refer to any confidential information and which is in the employee's possession or under their control.

13. Changes To Terms Of Employment

13.1 The PCC reserve the right to make reasonable changes to any terms and conditions and will notify employees in writing of any such changes at the earliest opportunity and, in any event, within one month after such changes have taken effect.

13.2 Such changes will be deemed to be accepted unless an employee notifies the PCC of any objection in writing before the expiry date of the notice period given in the notification of change under clause 13.1.

14. Jurisdiction

21.1 These terms and conditions shall be governed by and construed in accordance with English law and each party agrees to submit to the exclusive jurisdiction of the English courts as regards any claim or matter arising under these terms and conditions.

CAPABILITY PROCEDURE

Introduction

This procedure runs parallel with, but is not part of, the disciplinary procedure. The PCC recognises that poor job performance and incapability should not be treated as "disciplinary offences".

The first stage in dealing with poor job performance is to determine whether the matter is one of capability or misconduct. This can normally be ascertained by investigation. Incapability is where the employee has received all necessary training but still cannot achieve a satisfactory level of performance through no fault of his/her own, for example as a result of poor health. If, on the other hand, the employee fails to reach the required standard of performance as a result of carelessness, negligence or lack of effort, this will be treated under the disciplinary procedure as misconduct.

Initial counselling session

The employee's Line Manager will investigate the cause of the employee's poor performance. Causes could include lack of skills, inadequate training, lack of support staff or volunteers, tools or other resources, lack of communication or problematic working relationships. The manager carrying out this initial counselling will give the employee factual examples of his/her unsatisfactory performance and the employee will be asked for his/her explanation, which will subsequently be followed up and checked where appropriate.

Where the reason for unsatisfactory performance is lack of the required skills, the employee will, where practicable, be assisted through training and be given reasonable time to reach the required standard of performance. If it is a

question of lack of support staff or volunteers, tools or other resources or facilities, attention will be paid to this and assistance provided if appropriate.

Formal warnings

Where, despite support, the employee is unable to reach the required standard of performance, the consequences of any failure to meet this standard will be explained to the employee in writing.

This will take the form of the following:

Stage one - recorded verbal warning

The employee will be fully informed of the precise nature of the poor performance, the level of improvement required and the time limit for achieving that improvement, review periods during the currency of the warning, the consequences of failure to achieve or maintain the improvement and the length of time the warning will remain "live" on the employee's file.

Stage two - first written warning

If there is no improvement or insufficient improvement after a stage one warning, or if improvement is not maintained for the period stated in the stage one warning, the employee will be given a first written warning setting out the details as outlined above in the verbal warning.

Stage three - final written warning

If there is no improvement or insufficient improvement after a stage two warning, or if improvement is not maintained for the period stated in the stage two warning, the employee will be given a final written warning setting out the details as outlined above in the verbal warning. The stage three warning will include a statement that a failure to improve to the required standard is likely to result in dismissal.

Length of time the warning will remain "live"

Verbal and first written warnings will normally have a time limit of six months, while the time limit for a final written warning will normally be 12 months. After the relevant period of time, the PCC will disregard the warning but retain it on the employee's record. In each case, the PCC will specify the length of time that the warning will remain "live", but reserves the right to extend the time period in appropriate circumstances.

Stage four - dismissal

If there is still no improvement or insufficient improvement after a stage three warning, or if improvement has not been maintained for the period stated above, the employee will normally be dismissed with notice or pay in lieu.

Stage five - appeals

The same appeals procedure as set out in the PCC's disciplinary procedure will be used.

Right to be accompanied at formal meetings

Employees may be accompanied by a fellow worker or trade union official at any formal meetings that are held to discuss a failure to meet the required standard of performance.

DISCIPLINARY PROCEDURE

Purpose and Scope

The PCC's aim is to encourage improvement in individual conduct or performance. This procedure sets out the action which will be taken when disciplinary rules are breached.

Principles

The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.

At every stage an employee will be informed in writing of what is alleged and have the opportunity to state their case at a disciplinary meeting consisting of the line manager and two members of the PCC. They can be represented or accompanied, if they wish, by a trade union representative or a work colleague.

An employee has the right to appeal against any disciplinary penalty.

The Procedure

Stage 1 – first warning

If conduct or performance is unsatisfactory, the employee will be given a written warning or performance note. Such warnings will be recorded, but disregarded after 6 months of satisfactory improvement. The employee will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. (If the first offence is sufficiently serious, for example because it is having, or is likely to have, a serious harmful effect on the PCC or the Church, it may be justifiable to move directly to a final written warning)

Stage 2 – final written warning

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvement results within 3 months action at Stage 3 will be taken.

Stage 3 – dismissal or action short of dismissal

If the conduct or performance has failed to improve, the employee may suffer demotion, disciplinary transfer, loss of seniority (as allowed in the contract) or dismissal.

Gross misconduct

If, after investigation, it is confirmed that an employee has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal without notice or payment in lieu of notice:

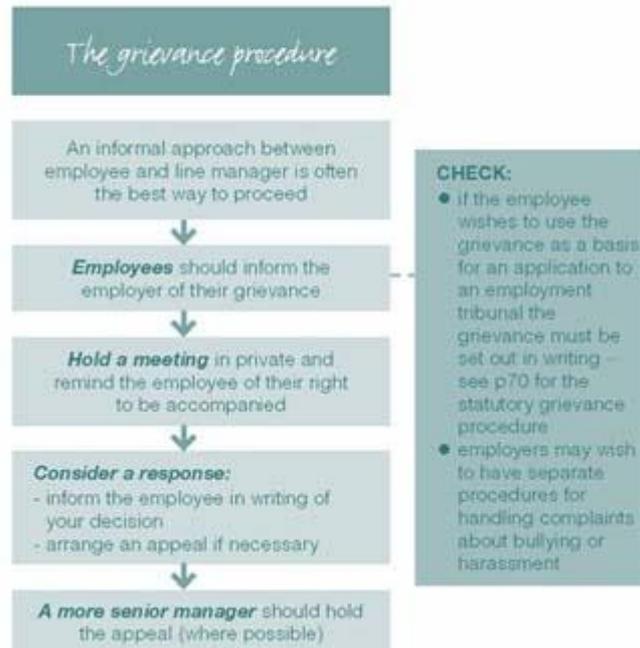
- theft,
- damage to property,
- fraud,
- incapacity for work due to being under the influence of alcohol or illegal drugs,
- physical violence,
- bullying
- gross insubordination.

While the alleged misconduct is being investigated, the employee may be suspended, during which time he or she will be paid their normal pay rate. Any decision to dismiss will be taken by the employer only after full investigation.

Appeals

An employee who wishes to appeal against any disciplinary decision must do so to the Secretary of the PCC within five working days. The PCC will hear the appeal and decide the case as impartially as possible.

GRIEVANCE PROCEDURES



Guidelines from ACAS

Introduction

A grievance policy is necessary in order to ensure consistency in behaviour and attitude within an organisation and to promote effective relations. A grievance procedure is important in order to provide a framework for resolving grievances as quickly and as amicably as possible.

In order to promote the prompt and effective resolution of grievances there is an expectation that all parties will approach the process with a clear commitment to engaging constructively and adopting a positive problem solving approach.

Raising a Grievance

Stage One

If an employee is aggrieved about any matter relating to their employment and they have not been able to resolve the issue through informal discussions with the Vicar or PCC representative, such as the Churchwarden, they should write formally to the Secretary of the PCC detailing their grievance, stating if/how they have already tried to resolve the situation, and how ideally they would want to see the situation resolved.

Stage Two

The Secretary of the PCC will then arrange for a formal panel meeting to be held in order to discuss the grievance. The panel will consist of the line manager and two members of the PCC not directly involved with the circumstances of the grievance. The employee will have the right to be accompanied by a trade union representative or colleague at the meeting.

After the meeting the employee will be informed, in writing, of the panel's proposed resolution of the grievance and of their right to Appeal as the final stage of the process.

This meeting will be formally minuted by the Secretary of the PCC and minutes will be shared to those directly involved.

Stage Three

In the event of the employee wishing to appeal against a decision about their grievance, they should write formally to the PCC Secretary within seven days of being informed of the stage two outcome. If an appeal is requested, a meeting will be arranged by the Secretary and the appeal considered by those who can offer objectivity. The employee has the right to be accompanied to this meeting by a trade union representative or colleague. After the appeal meeting, the employee will be informed of the final decision. There is no further right of appeal.

SICKNESS PROCEDURE

1. Sickness procedure

1.1 This procedure is aimed at helping all employees know what they need to do when they are sick and what their rights and responsibilities are when sick or returning to work.

2. Notification

2.1 On the first working day of your absence you must notify your Line Manager, by telephone, at the earliest possible opportunity. You must then continue to remain in contact throughout the period of your sickness absence.

3. Certification

3.1 For all absences you must complete a self-certified sickness form to cover the first 7 calendar days and submit this to your Line Manager no later than the 10th day after the first day of sickness absence.

3.2 For absences of more than 7 calendar days you must also obtain a doctor's certificate and send it to your Line Manager. Subsequent doctor's certificates must be sent as received.

3.3 If your doctor's certificate indicates that you may be able to return to work subject to some recommended alterations, the PCC will consider and do all it can to accommodate this request. A meeting will be held to discuss the feasibility of the proposals and a decision will be given as soon as possible afterwards. Full records will be kept of any agreed working arrangements and the arrangements will be reviewed regularly. Any impact on paid sickness entitlement will be notified accordingly.

4. Return to work discussion

4.1 As part of the procedure for managing sickness absence, an employee should meet with their Line Manager on the first day of their return to work, following each instance of absence. The aim of a return to work discussion is to facilitate the employee's return to work and to clarify any outstanding aspects of their sickness absence.

4.2 Return to work discussions should be conducted sympathetically and in private by the Line Manager. A record of the discussion should be placed in the employees' HR file held by the line manager.

5. Monitoring

5.1 When an employee has more than 14 days or 4 occasions of absence in a rolling twelve month period, an employee's Line Manager will meet with the

employee to establish if there are any ways in which the PCC can support the employee further.

6. Medical examinations

6.1 The PCC reserves the right to require an employee to be examined at any time by an independent doctor or occupational health professional at its expense and to cease sick pay if it is advised by the doctor that an employee is fit for work.

7. Payment during periods of sickness

7.1 If staff are absent from work due to sickness or injury and comply with the requirements listed, they will be paid statutory sick pay in accordance with provisions of the PCC's sick pay scheme.

7.2 Under the provisions of the PCC's sick pay scheme, employees will be entitled to sick pay if they have completed one month's continuous service.

7.3 The PCC's sick pay will be paid for up to a maximum of 16 weeks in any 12 month period of employment with the PCC and when payable will be as follows:

- for the first 8 week period of any such absence, full salary less any statutory sick pay or social benefits recoverable by the employee (whether recovered or not)

- for the second 8 week period of any such absence, 50% of any normal employees normal salary less and statutory sick pay or social security benefits recoverable by the employee (whether or not recovered)

7.4 If an employee is sick due to self inflicted reasons (e.g. excessive drinking/reckless behaviour), the PCC will withhold sick pay for the period affected.

8. Phased return to work

8.1 After long periods of sickness, it may be that an employee's return to work needs to be phased. This will be decided in consultation with the employee, their Line Manager and the Vicar and will be at the discretion of the PCC.

8.2 In such instances the employee's pay will fall to align with the appropriate stage of the PCC's sick pay scheme.

8.3 Any phased return to work strategy must be reviewed weekly by the Line Manager.

9. Sickness during periods of Annual Leave

9.1 If an employee becomes ill during a period of annual leave, they may ask the PCC to reimburse their annual leave lost through sickness, upon production of the relevant certificates.

9.2 If a recurring pattern of leave reimbursement due to sickness occurs, the Line Manager should investigate this at the return to work discussion.

10. Unauthorised absence

10.1 When an employee does not provide the appropriate certification forms, their absence may be considered as unauthorised. Any unauthorised absences may result in disciplinary action being taken and pay being withheld.

11. Capability

11.1 If an employee accrues an unsatisfactory sickness record over a period of time, and is therefore incapable of carrying out the work for which they have been employed, the PCC is entitled to follow disciplinary procedures in accordance with the disciplinary policy.

11.2 If an employee is absent from work for any reason (excluding annual leave or public holidays) for a period in excess of 100 working days (Full Time Equivalent) in any period of twelve months, the PCC will be entitled to terminate employment at any time by giving written notice on the date specified in the notice.

PHOTOGRAPHS AND FILM OF CHILDREN & YOUNG PEOPLE

The PCC takes photographic and video footage of children and young people for publishing, archive and external material. We seek generic parental permission for this purpose and want to protect the welfare of the children and young people with whom we work. We always seek to use photographs and video footage in a responsible way. Staff should only take and/or use photos or video of children and young people during a PCC activity if they are to be used for official PCC purposes. For instance, it is not acceptable for staff or volunteers to keep photographs of children or young people during a PCC event, in personal albums, Facebook pages or any other media.

PROCEDURES FOR MANAGING RISK [Tenses need checking]

1. Risk assessments

It is the responsibility of the Churchwardens to ensure that employees and volunteers carry out adequate risk assessments. A file copy of all risk assessments must be kept by the Churchwardens who advise on their completion. All risk assessments must be authorised by a Churchwarden prior to any event taking place.

1.1 All activities with young people need a written risk assessment. Some activities may already have a risk assessment which can be reviewed and updated if necessary. A risk assessment is a method of anticipating hazards or what can go wrong and ensuring adequate precautions are taken to ensure the health and safety of our staff, those for whom we are responsible and anyone else who may be affected by our actions.

1.2 Check if there is an existing risk assessment for the activity. There may already be a written risk assessment for activities that are repeated. In this case, you should still assess if any circumstances have changed since the original risk assessment was written and, if so, update it accordingly. You will need a new risk assessment form for each activity, even if it is using information from a previous risk assessment.

1.3 Identify the hazards. A hazard is anything that may cause harm. It may be anything that could cause personal injury, the failure or misuse of equipment being used, road accident, fire, food poisoning, insect or animal bites, aggression or a host of other hazards. When identifying hazards:

- Ensure that all parts of the activity have been included.
- Take account of the routine as well as the non-routine. E.g. what would happen if the number people were more or less than expected.
- Be systematic. Use the hazard checklist which identifies the different hazards you are likely to come across.
- Be on the lookout for anything that has not been foreseen and always add any new hazard to the check list as soon as you identify it so that it may benefit others doing their risk assessment.
- Always look at the way the activity is organised and identify critical areas of communication. Hazards are often caused solely through a misunderstanding or other failure in communication.

1.4 Hazard Examples. In identifying the hazards, take account of the following checklist:

- Collision with moving object.
- Collisions between people.
- Corrosive agents.
- Driving.
- Falls from a height.

- Fights and aggression
- Fire.
- Flammable liquids.
- Glass and other sharps .
- Hand tools.
- Illness/sickness.
- Insects.
- Knives .
- Lifting and carrying.
- Lost people.
- Lost keys/money/property.
- Machinery and equipment.
- Medicines.
- Roads.
- Scalding water/steam.
- Slips and trips.
- Toxic/poisonous substances.

1.5 Identify who might be harmed. This includes everyone in your care, other PCC employees or volunteers and any member of the public who could be harmed. You should list them in summary: for example, employees, volunteers, children, public.

1.6 Evaluate the risks. The risk considers the likelihood and the severity of harm or injury. Consider various scenarios of what may happen and the nature of injuries or harm that could result. The PCC uses three levels of severity:

- Minor: This is a minor injury which does not require hospital treatment and from which the injured party will fully recover in a short time.
- Serious: This is any injury or ill health that may require medical treatment.
- Major: This is anything that may cause permanent effects or even loss of life.

Also consider the likelihood of the hazard happening. It is possible to use a scale of likelihood but this is less precise and if something is possible we should take precautions to ensure the likelihood of it happening as small as possible.

1.7 Preventive and Protective Measures. Having identified the hazards and the nature and severity of harm or injury it is necessary to implement measures that will, if possible prevent harm or injury. The risks classified as major and significant are the most important. In deciding which measures to take use the following in order of priority:

- If possible avoid the hazard altogether
- Try to prevent the source of harm or injury. E.g. tiredness is a cause of road accidents therefore do not drive when too tired.
- Ensure the activity is matched to the age and capability of those taking part
- Reduce the severity by replacing the “dangerous” with the “non-dangerous” or “less dangerous”

- Ensure all aspects are considered: communication, organisation, interaction between different groups, weather conditions,
- Give appropriate instructions to those taking part.

The written risk assessment is complete when all hazards have been identified, preventive and protective measures have been agreed and all necessary actions have been implemented.

1.8 Recording and Approval. A risk assessment form (Appendix xxx) must be completed for every activity. Each risk assessment must be approved, signed and dated by a Churchwarden. They should be kept on file for future reference.

1.9 Review and Revision. After every activity review the risk assessment to determine if it could be improved in any way. Consider whether any risk was overlooked or were the precautions too cumbersome. Pass your recommendations for amending the risk assessment to a Church Warden.

1.10 Ongoing Risk Assessment. There will always be unforeseen risks that need assessing as the moment arises during an activity. You should always be on the lookout for new risks and carry out a mental risk assessment on the spot. This is as important as your written risk assessment.

2. Lone Working policy

2.1 The PCC recognise that from time to time some staff work in an environment where they are alone (including working from home). We take seriously our responsibility to ensure that all working environments are safe and ask that staff who wish to work in another environment, complete a risk assessment for that place of work. This risk assessment should be approved by a Churchwarden.

2.2 Guidance on safe working can be found as a downloadable pdf in the HSE website.

2.3 A Churchwarden must be kept informed of any accidents or issues identified relating to lone working. Any further training needs should be identified by the staff member and if appropriate, arranged by their Line Manager and a Churchwarden.

3. First Aid Policy

The PCC are committed to the safety and welfare of all staff, volunteers and young people. The first aid provision will be assessed biannually by the PCC.

3.1 In the workplace

3.1.1 There are no legal requirements for first aid provision in the workplace, however, the PCC seek to train as many staff and volunteers as practical to

the HSE 'appointed persons' level. In addition, at least one member of staff should hold a further first aid certificate (Emergency first aid at work).

3.1.2 At least one member of staff will hold an appointed person's first aid certificate less than three years old at all times.

3.1.3 First aid kits are available to staff although administration of the contents should be through the first aid officer. If the first officer is not available, the staff member should inform them of the incident and what action they took as soon as possible. They must also record it in the HSE accident book located in the Church Hall Kitchen.

3.2 With children and young people

3.2.1 When working with children and young people, first aid support is more closely controlled. Parental permission should be sought for any treatment given.

3.2.2 Whilst in school, young people fall under the normal care of the school system and this must be honoured.

3.2.3 For activities outside of school, there must be a named member of the PCC, employee or volunteer responsible for first aid for the activity and all first aid needs should be routed through them. This person must be trained to the 'appointed persons' level or above.

DATA PROTECTION POLICY

In the course of their work employees may come into contact with and use confidential personal information about parishioners, clergy, volunteers, customers, suppliers and other employees.

This policy helps ensure that no employee breaches the Data Protection Act 1998, which provides strict rules in this area. If in any doubt about his/her responsibilities an employee must seek advice from their Line Manager, and if this is not possible not disclose the information concerned.

The Data Protection Act 1998 requires that eight data protection principles be followed in the handling of personal data. These are that personal data must:

- be fairly and lawfully processed;
- be processed for limited purposes and not in any manner incompatible with those purposes;
- be adequate, relevant and not excessive;
- be accurate;
- not be kept for longer than is necessary;
- be processed in accordance with individuals' rights;
- be secure; and
- not be transferred to other countries without adequate protection.

All personal data held on computer will be restricted to named system users by password. Access to manual records holding personal data will be similarly restricted to only those employees who require access.

An individual's personal data should not be used for any purpose other than that for which it was obtained. It should therefore not be made available to third parties (including other employees or volunteers), other than to provide the PCC or line manager with information reasonably required in their management role or where the consent of the individual has been obtained.

If requested by the police or any other public body to disclose personal data, the request must be forwarded to the Vicar who will double-check the identity of the third party before making any disclosure.

Employees are expected to pay particular attention to the risks of transmitting confidential employee information by e-mail or fax.

Retention of records. The following retention periods, recommended by the Information Commissioner in its Employment Practices Data Protection Code, should be followed.

Application form	Duration of employment
References received	1 year
Payroll and tax information	6 years

Sickness records	3 years
Annual leave records	2 years
Unpaid leave/special leave records	3 years
Annual appraisal/assessment records	5 years
Records relating to promotion, transfer, training, disciplinary matters	1 year from end of employment
References given/information to enable references to be provided	5 years from reference/end of employment
Summary of record of service, eg name, position held, dates of employment	10 years from end of employment
Records relating to accident or injury at work	12 years

DIGNITY AT WORK POLICY

Statement of Commitment

The PCC aims to provide a supportive environment in which the rights of individuals are respected and each person is treated with dignity and courtesy at all times. Abuse, harassment and bullying of any kind will, therefore, not be tolerated.

All allegations of bullying and harassment will be taken seriously and will be fully investigated. If appropriate, disciplinary action will be taken. Such action may also be unlawful, for example under the Equality Bill (2010)

The PCC will also not tolerate victimisation of a person for making allegations of bullying or harassment in good faith or supporting someone in making such a complaint. Victimisation is a disciplinary offence.

The scope of this policy

This policy covers bullying and harassment of and by line managers, employees, volunteers, contractors, agency staff and anyone else engaged to work for the PCC. If the complainant or alleged harasser is not employed by the PCC, eg if the worker's contract is with an agency, this policy will apply with any necessary modifications such as that the PCC could not dismiss the worker but would instead require the agency to remove the worker, if appropriate, after investigation and disciplinary proceedings.

The policy covers bullying and harassment in the workplace and in any work-related setting outside the workplace, eg business trips and work-related social events.

The policy does not cover bullying or harassment by customers, suppliers, vendors or visitors and, in these cases, employees should report any such behaviour to their line manager who will take appropriate action. Bullying or harassment of customers, suppliers, vendors or visitors or others will be dealt with through the disciplinary procedure.

Defining Bullying and Harassment

- Any behaviour that could potentially undermine someone's dignity and respect should be regarded as unacceptable. If it is not challenged then it is likely to escalate and lead to significant difficulties for all concerned. Unacceptable behaviour becomes 'bullying' or 'harassing behaviour' when it causes actual harm or distress to the target(s), normally after a series of incidents over a prolonged period of time.
- The terms harassment and bullying are used interchangeably and there are many definitions.

- In general terms, harassment is:

Unwanted conduct which has the purpose or effect of violating another person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment. It may be related to age, sexuality, gender, race, disability, religion and belief, nationality, marital status or any personal characteristic of the individual, and may be persistent or an isolated incident.

- Bullying may be characterised as:

Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

- Bullying or harassment may be by an individual against an individual or involve groups of people. It may be obvious or it may be insidious. Whatever form it takes, it is unwarranted, unwelcome and offensive to the individual affected.
- Examples of harassment and bullying behaviour include:
 1. Behaviour on more than one occasion which is offensive, abusive, malicious, insulting or intimidating;
 2. The use of suggestive or derogatory remarks, jokes or other verbal abuse at an individual's expense;
 3. Spreading malicious rumours, or insulting someone by word or behaviour (particularly on age, racial, sexual or disability grounds);
 4. Copying memos that are critical about someone to others who do not need to know;
 5. Ridiculing or demeaning someone – picking on them or setting them up to fail;
 6. Exclusion or victimisation;
 7. Unfair treatment;
 8. Overbearing supervision or other misuse of power or position;
 9. Unwelcome sexual advances – touching, standing too close, the display of offensive materials;
 10. Making threats or comments about job security without foundation;
 11. Deliberately undermining a competent worker by overloading and constant criticism on more than one occasion;
 12. Preventing individuals progressing by intentionally blocking promotion or training opportunities;
 13. Punishment imposed without reasonable justification;
 14. Changing the duties or responsibilities of staff to their detriment without reasonable justification.

- Bullying and harassment are not necessarily face-to-face. They may occur in:
 - written communications
 - e-mail or other electronic communication
 - telephone
- Lack of intent does not diminish, excuse or negate the impact on the target or the distress caused

Fair procedures

- It is possible to follow either the informal route or formal route if wishing to make a complaint of bullying or harassment.
- The informal route normally involves making it clear to the perpetrator that the behaviour offends and the target wants it to stop. The person may not know that his or her behaviour is unwelcome or upsetting. An informal discussion may help him or her to understand the effects of his or her behaviour and agree to change it. This could be done by letter or email, if a face-to-face confrontation is too difficult in the first instance, and professional support can be made available. This route may stop the offensive behaviour quickly and effectively.
- If an informal approach does not resolve matters, or the situation is too serious to be dealt with informally, then a formal complaint may be made by using the PCC's grievance procedure. In the case of grievances about bullying or harassment, the normal grievance procedure will be modified so that it is possible to raise the complaint directly with the PCC and/or someone of the same sex, wherever possible
- In very serious cases, a criminal offence may have been committed and it may be necessary to report matters to the police. The PCC will endeavour to provide as much support as possible in these cases.
- All complaints will be investigated promptly and, if appropriate, disciplinary proceedings will be brought against the alleged perpetrator.
- The PCC will treat complaints of bullying and harassment sensitively and maintain confidentiality to the maximum extent possible. Investigation of allegations will normally require limited disclosure on a "need to know" basis.
- Wherever possible, the PCC will try to ensure that the target and the alleged perpetrator will not be required to work together whilst the complaint is under investigation or after a decision has been made.
- Any employee making an allegation will be protected against victimisation

False accusations

False accusations are a serious matter. The behaviour of anyone who is found to have made an unfounded, deliberately malicious complaint or allegation will be regarded with the utmost seriousness and where possible formal action taken. In the case of a clergy person this may be a complaint under the Clergy Discipline Measure 2003. A member of either the clergy or laity could be subject to an action for defamation if they have made false accusations against someone else.

EQUAL OPPORTUNITIES POLICY

The PCC of is committed to the principle of equal opportunities in employment and in equal pay for work of the same or similar nature or work of equal value. This means that in line with the Equality Act, 2010, all job applicants and employees will receive equal treatment regardless of sex, race or ethnic origin, religious belief, nationality, gender, marital or family status, sexual orientation, age or disability.

The PCC also believes that it is the duty of all employees to accept their personal responsibility for fostering a fully integrated community at work and expects them to adhere to the principles of equal opportunity.

Recruitment

In relation to certain posts (“the reserved posts”), it will be a requirement that the holder be a communicant member of the Church of England or of a Church in Communion with the same, or of a member Church of the Council of Churches for Britain and Ireland or of Churches Together in England. Other than with respect to the conditions set out in the above paragraph, the PCC wishes to attract applications from both sexes and all races, and from people with disabilities, and regardless of age, religious belief or sexual orientation. Recruitment literature shall not imply that there is a preference for one group of applicants and all specifications for posts shall include only requirements that are necessary to the role. Interviews will be conducted on an objective, structured basis, and shall deal only with the applicant's suitability for the job and ability to fulfill the job requirements. Where it is necessary to assess whether personal circumstances will affect performance of the job, this will be discussed objectively.

Training (including induction), career development and promotion, terms and conditions of employment, remuneration, work allocation, disciplinary and dismissal procedures, and exit and termination procedures

The PCC is committed to providing equality of opportunity throughout employment and, as such, endeavours to reflect this in all its human resource policies and practices.

Complaints

If any employee, or potential or past employee, believes that they are or have been subjected to discrimination, they should follow the PCC's grievance procedure. Any complaint will be dealt with seriously and expeditiously.

Review

THE PCC will monitor the effectiveness of this policy and consider, where necessary, what action is needed to bring about change. This will be done by regularly reviewing the profile of the workforce, and those who apply to join it, as well as any alleged breaches. The policy itself will also be formally reviewed every three years.

HEALTH AND SAFETY POLICY??

Objective

It is the PCC's policy to maintain high standards of Health and Safety at work for all its staff and visitors.

In pursuance of this policy the PCC will, so far as is reasonably practicable:

- provide and maintain working conditions and equipment that are safe and without risk to health.
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees.
- comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant statutory provisions, regulations and recognised codes of practices.

Responsibilities

- Lead responsibility for health and safety issues is taken by the Churchwardens, but all employees and volunteers have a general duty to ensure their own welfare and that of their colleagues and visitors. Employees and volunteers must be alert to health and safety hazards which, unless they can remedy simply, they must notify to the Churchwardens promptly.
- The PCC will provide effective arrangements for communications and consultation with employees and accredited safety representatives (where appointed) in relation to health and safety matters
- The PCC will ensure that risk assessments and health and safety inspections are carried out in the workplace, that significant findings are recorded and that appropriate measures are implemented to reduce or eliminate risk

Manual handling and lifting

No person should be required to lift, carry or move a heavy or awkward load which he/she is not confident of so doing without risk of injury.

Condition of premises

Minor repairs

Items requiring repair should be reported as soon as possible to a Churchwarden. It is the PCC's policy that repairs and alterations must be carried out by trained and competent contractors.

Temperature and ventilation

The temperature of indoor working spaces should not be less than 16°C. This minimum temperature must be reached (and maintained) after the first hour of work. Adequate ventilation should be available at all times.

Cleaning and storage

Any member of staff who finds deficiencies in the standard of cleaning should report them to a Churchwarden. Members of staff should ensure that offices, stairs and corridors are kept clear of obstructions (such as boxes, equipment or rubbish) which could cause an accident or impede an evacuation in an emergency. Particular care should be taken in the storage of combustible materials such as paper and aerosols, which must not be stored near sources of heat. In no circumstances, must gas cylinders (full or empty) be brought in to the premises.

Hazardous substances

Manufacturers' instructions for use of hazardous substances should be followed precisely.

Electrical appliances

All electrical equipment on the premises are tested regularly to ensure their compliance with safety standards. No new item of electrical equipment, or an item which does not carry a portable appliance test record, should be used without the authority of a Churchwarden.

All members of staff should take care to prevent electrical cables trailing in such a manner as to constitute a hazard. Electrical work may only be performed by qualified and authorised engineers. Any item suspected of being faulty must not be used until checked by a qualified electrical engineer.

Machinery and equipment

Machinery and equipment must be properly maintained and must only be operated by a trained operator.

Computer workstations

Computer users sometimes experience discomfort such as back pain, stiff neck and shoulders, sore hands and wrists and eye strain. Much of this discomfort can be prevented by improving the workspace set up and taking exercise so that you are not:

- sitting in awkward or twisted positions
- maintaining the same posture for too long
- reaching frequently
- using too much muscular effort even for relatively easy tasks
- straining your eyes because of poor lighting and/or not taking regular breaks from this particular aspect of your work.

Eye tests

The PCC will pay for the cost of regular eye tests for staff who use visual display units as a significant part of their work. Where the optician prescribes an employee with glasses solely for the purpose of working with a visual display unit, then the PCC will pay for the cost of basic frames and the lenses. Receipts must be authorised by the Vicar or a Churchwarden for reimbursement.

PARENTAL RIGHTS POLICIES

As indicated below, the PCC ensures that its statutory obligations are met in relation to family rights. It also aims to be a supportive employer and, as such, ensure that its values pervade all decisions made with regard to allowing time off for caring responsibilities.

Maternity/Paternity/Adoption Leave and Pay

Employees entitled to maternity/paternity/adoption leave and pay, in accordance with the current statutory provisions, should notify their Line Manager at an early stage so that their entitlement and obligations can be explained to them.

Time Off To Receive Antenatal Care

If pregnant, an employee is entitled to take reasonable (paid) time off during working hours to receive antenatal care. The PCC will require medical certification of the pregnancy and an appointment card, with the exception of the first appointment. Fathers and partners also have the right to time off (unpaid) to attend two anti-natal appointments. Adopters can take time off (unpaid) to meet the child they plan to adopt or for a purpose connected with the adoption.

Parental Leave

If an employee wishes to take parental leave, under current statutory provisions, they should discuss their needs with their Line Manager who will identify their entitlements and look at the proposed leave periods; dependent upon their child's/children's particular circumstances and the operational needs of the PCC.

Flexible working

If an employee wishes to seek a formal flexible working arrangement they should speak to their Line Manager who will inform them of their statutory rights.

Time Off For Dependents

Employees may be entitled to take a reasonable and negotiated amount of unpaid time off during working hours to take action that is necessary to allow them to help their dependant(s). Should this be necessary an employee should discuss the situation with their Line Manager, who, if appropriate, may agree the necessary time off.

Compassionate or Bereavement Leave

If an employee requires compassionate or bereavement leave they should discuss their circumstances with their Line Manager to agree appropriate time off. Each compassionate situation will be considered and a decision will be made. Paid leave will not normally exceed three days but in exceptional circumstances it may be extended.

WHISTLE BLOWING POLICY

Introduction

This policy applies to all employees of the PCC.

It is important to the PCC that any fraud, misconduct or wrongdoing by its employees is reported and properly dealt with. The PCC therefore encourages its employees to raise any concerns that they may have about the conduct of others when performing their duties. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with. It is not designed to question business or financial decisions taken nor to reconsider any matters which have already been addressed under disciplinary, grievance, complaint or other procedures.

Background

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters. These are called "qualifying disclosures". A qualifying disclosure is one made in good faith by an employee who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for the employee to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. The employee has no responsibility for investigating the matter - it is the PCC's responsibility to ensure that an investigation takes place.

An employee who makes such a protected disclosure has the right not to be dismissed, subjected to any other detriment, or victimised, because he/she has made a disclosure.

The PCC encourages employees to raise their concerns under this procedure in the first instance. If an employee is not sure whether or not to raise a concern, he/she should discuss the issue with the Vicar or a Churchwarden.

Principles

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Employees should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the employee who raised the issue.
- No employee will be victimised for raising a matter under this procedure. This means that the continued employment and

opportunities for future promotion or training of the employee will not be prejudiced because he/she has raised a legitimate concern.

- Victimisation of an employee for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure the PCC's disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, employees should not agree to remain silent. They should report the matter to the Vicar or a Churchwarden.

Procedure

This procedure is for disclosures about matters other than a breach of an employee's own contract of employment. If an employee is concerned that his/her own contract has been, or is likely to be, broken, he/she should use the PCC's grievance procedure.

(1) In the first instance, and unless the employee reasonably believes his/her Line Manager to be involved in the wrongdoing, or if for any other reason the employee does not wish to approach his/her Line Manager, any concerns should be raised with the employee's Line Manager. If he/she believes the Line Manager to be involved, or for any reason does not wish to approach the Line Manager, then the worker should proceed straight to stage 3.

(2) The Line Manager will arrange an investigation of the matter (either by investigating the matter him/herself or immediately passing the issue to someone in a more senior position). The investigation may involve the employee and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. The employee's statement will be taken into account, and he/she will be asked to comment on any additional evidence obtained. The Line Manager (or the person who carried out the investigation) will then report to the PCC secretary, who will take any necessary action, including reporting the matter to any appropriate government department or regulatory agency. If disciplinary action is required, the Line Manager (or the person who carried out the investigation) will report the matter to the Vicar and start the disciplinary procedure. On conclusion of any investigation, the employee will be told the outcome of the investigation and what the PCC has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

(3) If the employee is concerned that his/her Line Manager is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the PCC, he/she should inform the Vicar or a Churchwarden, who will arrange for another manager to review the investigation carried out, make any necessary enquiries and make his/her own report to the PCC as in stage 2 above. If for any other reason the

employee does not wish to approach his/her Line Manager he/she should also in the first instance contact the Vicar or a Churchwarden. Any approach to the Vicar or Churchwarden will be treated with the strictest confidence and the employee's identity will not be disclosed without his/her prior consent.

(4) If on conclusion of stages 1, 2 and 3 the employee reasonably believes that the appropriate action has not been taken, he/she should report the matter to the proper authority. The legislation sets out a number of bodies to which qualifying disclosures may be made. These include:

- HM Revenue & Customs;
- the Financial Services Authority;
- the Office of Fair Trading;
- the Health and Safety Executive; and
- the Environment Agency.

E-Safety

1.0 Rationale

1.1 The PCC welcomes the development of new technologies for communicating and will use them wherever they are appropriate to enhance our work with young people.

1.2 We recognise our responsibility to take all reasonable measures to ensure that the risks of harm to young people's welfare are minimised; and, where there are concerns about young people's welfare, to take appropriate actions to address those concerns.

1.3 We recognise the need to protect staff and volunteers from inappropriate contact from young people in their personal lives and from situations that may make them vulnerable to allegations of wrongful conduct.

1.4 We acknowledge that working for the PCC requires appropriate conduct in public spaces outside our work and in our personal lives and that this includes electronic communication.

2.0 Definitions

2.1 Electronic communication includes using mobile phones, computers and other devices for email, text, instant messaging and social networking.

3.0 Compliance with Safeguarding Children agenda

3.1 We will ensure that our staff and volunteers follow the requirements of all relevant legislation as well as the policies and procedures of Portsmouth Diocese.

3.2 We will train our staff and volunteers to follow this policy and we will regularly monitor its implementation. In addition, we will carry out a full review of this policy annually.

4.0 Reasons for contacting a young person using electronic communication

4.1 It is not appropriate to have private non-work related contact with young people with whom the PCC is working using electronic communication.

4.2 We recognise that there will be times when it is necessary and important to use electronic communication: for example, sometimes it is easier for a young person to express a concern, thought or question using a text message or email rather than in person.

4.3 We will only use electronic communication for genuine reasons relating to work with a young person, not for general socialising or unnecessary contact.

4.4 Genuine reasons could include responding to a question or comment from a young person, contacting them to reassure them of support or confirming arrangements for a meeting or activity.

4.5 Unnecessary contact could include sharing personal issues or anything that might burden a young person. Excessive contact will also be inappropriate.

4.6 Staff and volunteers should make their Line Manager or team leader aware when they are using electronic communication with a young person.

5.0 Parental awareness and consent

5.1 We recognise that electronic communication is difficult for parents and carers to monitor. We will explain our policies and practice to parents and carers and seek to ensure they are aware that we use electronic communication as part of our work with young people.

5.2 Unless a young person is at risk or there are extenuating circumstances, we will observe a parent or carers wish that we do not use electronic communication to contact a young person.

6. Mobile phones and texting

6.1 Staff and volunteers should not give their mobile phone number to young people with whom the PCC is working unless they have agreed with their Line Manager or team leader that it is appropriate to do so.

6.2 Staff and volunteers should not initiate or respond to contact with a young person between 9pm and 8am unless the young person is at risk and there is no alternative means of communication.

6.3 Staff and volunteers should take great care not to use language that might give the wrong impression or create misunderstanding when communicating with a young person, especially when using the informal language and shorthand often used in texts. Staff and volunteers should seek advice from a Line Manager or team leader whenever there is doubt or concern over the content or context of electronic communication.

6.4 Where it is possible, a record of texts sent and received should be kept backed up electronically for reference and made available to a Line Manager or team leader if required.

7.0 Email

7.1 Staff and volunteers should only use an agreed email account for email contact with young people with whom the PCC is working, which will normally be an account set up specifically for this purpose. Staff and volunteers must not use their personal email accounts for contact with young people.

7.2 Staff and volunteers should observe the same care in language used as detailed in 6.3.

7.3 A record of emails sent and received should be kept back up electronically for reference and made available to a Line Manager or team leader if required.

8.0 Social networking and instant messaging

8.1 Unlike email or texting, social networking and instant messaging involves the possibility of contact with the friends of the young person or of the staff member or volunteer. This raises particular concerns for safeguarding young people.

8.2 Staff and volunteers should only use an agreed social networking or instant messaging account for contact with young people with whom the PCC is working, which will normally be an account set up specifically for this purpose on behalf of a group rather than an individual.

8.3 Staff and volunteers must not use their personal social networking or instant messaging accounts for contact with young people. It is appropriate to have contact with young adults with whom the PCC has previously been working unless they are identified by the PCC as 'vulnerable adults'.

8.4 Staff and volunteers should ensure that the content of their social networking accounts, including pictures are appropriate. Comments and other content must not be derogatory towards those with whom the PCC is working, including young people, school staff and other organisations. Applications, groups and other content must be appropriate to the role of a staff member of the PCC.