



Staff Handbook

Last reviewed: January 2024

INTRODUCTION

This Handbook contains descriptions of items which form part of all employees contract of employment. They do not over-ride any employment issues provided in UK Statutes, which are accepted as a minimum standard.

ANNUAL LEAVE

Annual leave entitlement is specified in individual contracts. Public holidays will be taken pro-rata for part time staff.

The leave year runs from 1st January to 31st December.

Leave requests should be agreed with the line manager in advance. In the case of a job share, the line manager may seek to avoid both staff members taking leave at the same time, although this is dependent on the busyness of church life at the time.

Staff are responsible for keeping records of the leave they have taken. Up to 5 days leave can be carried over to the next year. Carried over leave must be used first and cannot be carried over to a further year.

ATTENDANCE

If additional hours to contracted hours are worked in any one week, due to busy periods or special events, time off in lieu may be taken, subject to agreement with the line manager.

ATTENDANCE MANAGEMENT

This policy should be read in conjunction with policy on Sick Pay the section on Compassionate Leave.

St Paul's has a care and concern for all our employees that extends beyond its statutory minimum requirements.

We will support all employees in maintaining consistently good levels of attendance and this policy reflects the fact that the number of staff is growing but that there is not a significant hierarchy and therefore activities affected by absences cannot easily be picked up by a "deputy".

What each individual needs to do

Staff at St Paul's are employed by the PCC. However, everyone has a day to day line manager.

Make sure you know who you report to and that you have all their contact details.

If you are unable to attend work either at the church or at a pre agreed alternative work location for a significant reason e.g. ill health then you must contact your manager as soon as possible.

This should be at least 60 minutes before you are due at work.

Advise your manager of the reason for your absence and the expected length of absence.

Informing your colleagues is useful however, your manager is the first and main point of contact and must be communicated with at the earliest opportunity.

If you are or are likely to be off work for more than 7 calendar days then you must visit your medical practitioner and obtain a GP Fit note and provide it to your manager.

When you return to work, regardless of the length of time you have been absent you must meet with your manager to discuss the reasons for absence and any adjustments that may be necessary to check that you are fully fit for work. It may be that this is not necessary or that a brief conversation will suffice but this is your manager's decision not yours.

Attendance Reviews

We want to be supportive, caring and provide a healthy environment where all our staff can thrive and serve the community of our parish and church family. If there are repeated absences then we want to be sure there are no underlying causes and we are introducing a framework to support this aim. A church warden may be present at an attendance review to represent your employer and to provide additional supportive input.

A discussion with your manager will be triggered by:

- 3 or more instances of short term absences in a 12 week rolling period
- 5 or more instances of short term absences in a 12 month rolling period.
- A period of long term health related absence of 4 weeks (28 calendar days) or more

COMPASSIONATE LEAVE

St Paul's PCC wishes to be caring compassionate and caring for its employed staff and their families. In this policy a "week" refers to a working week i.e. for someone contracted to work 40 hours per week could benefit from a full week of 40 hours. Equally, someone contracted to work for 10 hours per week could benefit from 10 hours.

What is Compassionate Leave?

Compassionate Leave is an agreed paid absence granted by your line manager to allow you time to handle circumstances outside normal or expected circumstances. It is difficult to define absolutely, what constitutes Compassionate Leave but would normally be granted in cases of bereavement due to the loss of a spouse, partner, child, mother or father. It would not be granted to, for example look after a sick child.

How much Compassionate Leave am I allowed?

Circumstances that may lead to the granting of Compassionate Leave should be discussed with your line manager who will use their best judgment, probably in consultation with Churchwardens to grant a period of Compassionate Leave. As an indicator, 1 week would normally be granted in the case of the loss of a close relative but this could be extended or a period of Compassionate Leave may be granted in combination with annual leave.

How do I apply for Compassionate Leave?

Initial circumstances will probably determine if Compassionate leave is needed but you should in ALL circumstances contact your line manager to discuss the situation. Do not assume leave will be automatically granted. Initially it may be both practical and expedient to take annual leave and later the circumstances can be reviewed.

DISCIPLINARY PROCEDURE

Please see Annex 1.

EQUAL OPPORTUNITIES POLICY

Employment by St Paul's represents a 'genuine occupational requirement' under the terms of the Employment Equality (Religion or Belief) Regulations 2003 and the Employment Equality (Sexual Orientation) Regulations.

Please see Annex 2.

EXPENSES

Expenses should be claimed by completing an expenses form - a model form is saved in S:/Staffing documents - and attaching relevant receipts. The form should be countersigned by the line manager and then put in the Treasurer's box file in the safe for reimbursement. Expenses should be submitted on a regular basis so that large claims are not built up.

GRIEVANCE PROCEDURE

Please see Annex 3.

HEALTH AND SAFETY

Staff members have a responsibility to ensure that they work safely and to look out for any potential health and safety hazards inside or outside the church building, which might affect them or other people. Whenever they are at work the administrators should check the building on a daily basis for any health and safety hazards and deal with them, and/or report them to the church wardens, as appropriate.

Please see the Health and Safety Policy Statement at Annex 4.

IT USE

Please see the IT Policy at Annex 5. This should be signed when taking up a new post at St Paul's.

MATERNITY AND PATERNITY PROVISION

The statutory rights and obligations in respect to maternity and paternity leave and pay, and other maternity provisions, apply. Information about these provisions can be found at www.direct.gov.uk.

PERFORMANCE MANAGEMENT

Appraisals

Appraisals take place once a year with the line manager. The aim of the appraisal is to review the year's work and achievement of objectives, to set new objectives for the coming year and to identify training and development needs.

The appraisal form can be found in S:/Staffing documents. It is regularly reviewed.

SAFEGUARDING

St Paul's Church is committed to safeguarding and if, at any time, you see or hear anything that could suggest a safeguarding risk, or have any other reason to feel concerned, then you should report it immediately - either to the incumbent or to one of the two parish safeguarding officers.

SALARY PAYMENT

Salaries are paid on the last day of the month by bank transfer. The Treasurer manages the payroll and any queries on pay should be directed to him.

SICKNESS AND ABSENCE REPORTING

Sickness or other reasons for absence from work should be notified to the line manager no later than one hour after the expected arrival time at work.

On return to work following an absence of up to 7 days a self-certification form should be completed and passed to the line manager. This form can be found in S:/Staffing documents and a copy is included as Annex 6.

If the sickness absence continues for more than 7 days, a doctor's certificate must be obtained and given to the line manager. Thereafter, doctor's certificates are required at the same intervals as for National Insurance purposes.

SICK PAY

Eligibility,

This policy covers ALL staff employed by St. Paul's PCC in whatever capacity .

In order to benefit for sickness pay from St Paul's PCC employees will have to have demonstrated compliance with the procedures set out in **Attendance Management**

Sickness payments

In any 12 month rolling period Employees will be eligible for 18 weeks full pay and 9 weeks half pay. This includes payment of Statutory Sick pay (SSP)

Time off for medical appointments

Employees should arrange appointments outside their normal working hours where possible. Where this is not possible employees should attempt to make appointments to minimise disruption to their work and work of their colleagues.

The maximum possible notice should be given to your manager of your need to attend a medical appointment.

Reasonable requests for ongoing appointments or treatments will not be refused but must be agreed with your manager in advance.

Phased return to work

In circumstances where an employee has been unable to work for an extended period and a phased return to work would facilitate an earlier and/or sustained return to work then by agreement with your manager a 4 week phased return to work on full pay at an agreed and appropriate rate of pay can be arranged. Phased returns to work under these circumstances should be recommended by your GP and accompanied by a GP's Fit to Work Note.

TRAINING

(The following is an extract from the PCC training policy of the parts that relate to staff.)

It is the responsibility of the PCC Staffing Committee to supervise the on-going training of staff members.

The PCC encourages its entire staff to take up relevant training opportunities provided by the diocese, in consultation with the line manager.

Every member of staff is encouraged to take part in the following three activities each year

- i. A retreat or conference whose purpose is to further their own spiritual lives and development.
- ii. A course or conference which would be of direct benefit in developing the work in which they are involved in the parish.
- iii. A Christian conference or activity of a more general nature where they are able to share fellowship with other Christians and be stimulated by that fellowship.

Provided that not too many days are involved, a member of staff could, of course, be involved in more than this number of activities. Whatever is to be done, it should be agreed beforehand with the line manager.

The PCC will meet the cost of any professional training agreed by the line manager, incumbent and/or the Staffing Committee. The PCC will also budget an annual sum to go towards the cost of attendance at a retreat, course or conference as set out above. As noted earlier, this must be agreed with the line manager. If the cost is greater than the sum budgeted by the PCC, the member of staff may be asked to make up the difference themselves.

All staff are expected to attend the annual two-day staff retreat, which has the aim of enabling those attending to take time out with God and to share fellowship together in a way which is rarely possible during the normal daily routine of parish life.

In addition, staff members are expected to attend the church weekend away or, if none is taking place in any particular year, are encouraged to attend the New Wine summer conference, and their attendance at either event will be paid for by the church.

Annex 1: Disciplinary Procedure

Purpose and Scope

The aim of this procedure is to encourage improvement in individual conduct where it is found to be unsatisfactory. The procedure sets out the action which will be taken when disciplinary rules are breached. This procedure, where adopted, applies to all employees.

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 have the opportunity to state his/her case and be represented, if he/she wishes, at the hearings by a friend or fellow employee.
- The employee has the right to appeal against any disciplinary penalty.

Informal action

Cases of minor misconduct or unsatisfactory performance will be dealt with informally. The employee will be encouraged to make the necessary improvement and offered additional guidance, support, training and supervision as appropriate. He/she will be informed that, should the required improvement be achieved, that will be the end of the matter.

There will, however, be situations where matters are more serious or where an informal approach has been tried but fails to bring about the desired improvement. If informal action doesn't produce the desired outcome, or the misconduct or unsatisfactory performance is considered too serious to be classed as minor, the matter will be dealt with under the formal procedure.

The responsibility for initiating the formal procedure normally rests with the incumbent or line manager.

The disciplinary procedure is based on the principle that usually two written warnings should be given before dismissal is contemplated and, in normal circumstances, they should be given only when oral reprimands have failed. However, there will be circumstances which will justify a Stage 2 warning without an oral reprimand and, in more serious instances, there could be justification for a Stage 3 warning, in the absence of a prior oral reprimand or Stage 3 warning, or even recourse to dismissal.

Advice on any individual case can be sought from the Diocesan Personnel Manager.

The parties to a disciplinary matter may, by mutual consent, modify the time limits in this procedure.

The churchwardens shall be informed of any oral reprimands or written warnings issued and the outcome of any appeal. They are not to discuss the case with other members of the PCC except in the context of the disciplinary procedure.

Formal Procedure:

Stage 1 - Oral Reprimand

- An oral reprimand is a clear indication that the formal disciplinary procedure is being pursued because, thus far, informal remedial action has not been successful. A note of the date of and reason for the reprimand will be kept by the line manager and a copy shall be given to the employee. The note will normally include a date on which the reprimand will lapse, provided there is no further cause for complaint. Prior to that date the note may form part of the evidence for any disciplinary hearing which arises from any repetition or continuation of the complaint which gave rise to the oral reprimand.
- If the employee disputes the grounds for an oral reprimand, he/she may make representations to the line manager. If the employee intends to make representations, he/she must inform the line manager within five working days of the issue of the oral reprimand. The line manager shall convene a meeting to take place, normally within ten working days of the notification of the intention to make representations. The employee may be accompanied by a friend or colleague and the line manager shall invite a churchwarden or their nominated representative to attend. At the conclusion of this meeting, the line manager may decide to withdraw the oral reprimand.
- If, following representations, the oral reprimand stands, a note of the representations shall be kept by the line manager and a copy provided to the employee concerned.

Stage 2 – Written Warning

- If there is no improvement in the employee's standards within the specified timescale, or if a further offence occurs, or if the offence is sufficiently serious as to warrant it at the outset, a written warning will be issued by the line manager which will include the reason for the warning and a note that, if there is insufficient improvement within the nominated timescale (usually no more than 3 months) a final written warning will be given.
- When a written warning is given the line manager will arrange for a hearing with the employee concerned, giving at least 5 clear working days' notice, in writing. If the employee or his/her representative requests an extension to the notice period with good reason, this will be granted.
- At this meeting the employee has the right to be accompanied by a colleague or friend and the line manager shall invite a churchwarden or their nominated representative to attend. The line manager will state their case, the employee will have an opportunity to respond and then, after the meeting, the line manager will give the employee their decision in writing, normally within five working days.
- He/she will also explain that the employee may appeal against the decision. Such warnings will be recorded, but disregarded after 6 months of satisfactory service.

Appeal against a Stage 2 Warning

- An employee may appeal to a panel of PCC members against a Stage 2 warning or against the length of the period before review. The appeal should be made in writing to the PCC secretary, indicating the grounds for appeal, within 5 working days of the employee receiving written confirmation of the Stage 2 warning. Grounds might include: the perceived unfairness of the judgement, the severity of the penalty, new evidence coming to light or procedural irregularities. The employee should retain a copy of the written appeal.
- The PCC secretary or their appointed representative shall confirm in writing the date of the appeal hearing, normally within 5 working days of receipt of an appeal. The individual will be given at least 10 working days' notice of the hearing.
- The PCC secretary or their appointed representative will convene a panel of three PCC members, none of whom has previously been involved in the disciplinary process. The individual has the right to be present at the hearing together with a friend or representative. The incumbent should also attend. The hearing will be as impartial as possible.
- The panel hearing the appeal may uphold the original disciplinary decision, or modify it by substituting a lower level of disciplinary action, or to dismiss the allegation(s) altogether. The appeal panel does not have the power to impose a higher level of disciplinary action, or to make any award of compensation to the employee or to vary unilaterally the employee's contract of employment. Once the decision has been reached, it should be given orally at the hearing if possible and confirmed in writing to the employee within 5 working days.
- If the appeal is upheld, the Stage 2 warning will be removed from the record or the review period suitably altered and the employee notified accordingly. There is no further right of appeal against a Stage 2 warning.

Stage 3 – Final Written Warning

- If the employee's conduct or performance is still unsatisfactory, or the offence is sufficiently serious to warrant it at the outset, a final written warning will be given by the line manager making it clear that any recurrence of the offence or other serious misconduct within a period of 6 months will result in dismissal.
- When a written warning is given the line manager will arrange for a hearing with the employee concerned, giving at least 5 clear working days' notice, in writing. If the employee or his/her representative requests an extension to the notice period with good reason, this will be granted.
- At this meeting the employee has the right to be accompanied by a colleague or friend and the line manager shall invite a churchwarden or their nominated representative to attend. The line manager will state their case, the employee will have an opportunity to respond and then, after the meeting, the line manager will give the employee their decision in writing within five working days.
- He/she will also explain that the employee may appeal against the decision. Such warnings will be recorded, but disregarded after 6 months of satisfactory service.

Appeal against a Stage 3 Warning

The conduct of an appeal against a Stage 3 warning shall follow the same procedure as for an appeal against a Stage 2 warning.

Stage 3 – Dismissal

- If there is no satisfactory improvement or if further serious misconduct occurs within a period of 6 months, or the offence is one of gross misconduct, the employee will normally be dismissed.
- The line manager will arrange for a hearing with the employee concerned, giving at least 10 clear working days' notice, in writing. If the employee or his/her representative requests an extension to the notice period with good reason, this will be granted. The notice calling the employee to the disciplinary hearing shall include a statement of any allegation, complaint or adverse report concerning the employee's conduct or capacity which is to be considered.
- The PCC secretary or their appointed representative shall convene a panel consisting of at least three members of the PCC who have not been involved in previous disciplinary proceedings. Ideally one of these will be a churchwarden. The Diocesan Personnel Manager or a representative from the Diocese may also be invited to attend for advisory purposes. The employee has the right to be accompanied by a colleague or friend. The line manager will state their case, the employee will have an opportunity to respond and then, after the meeting, the line manager will give the employee their decision in writing within five working days.
- He/she will also explain that the employee may appeal against the decision.

Appeals

The conduct of an appeal against dismissal shall follow the same procedure as for an appeal against a Stage 2 warning.

Gross Misconduct

If, after investigation, it is confirmed that the employee has committed one of the following offences (the list is illustrative and not exhaustive) he/she will normally be dismissed:

- theft
- fraud
- damage to parish property
- physical assault
- gross insubordination
- bullying
- incapacity for work due to being under the influence of alcohol or illegal drugs
- causing loss, damage or injury through serious negligence.

While alleged gross misconduct is being investigated the employee may be suspended, during which time the normal salary will be paid. Any decision to dismiss will be taken by a panel appointed by the PCC only after a full investigation.

Written: July 2005
Last reviewed: January 2024

Annex 2: Equal Opportunities Policy

Treating Everyone with Respect

St Paul's church expects all employees to act with dignity and maturity in all their dealings connected with its work and activities and with similar respect to the persons, attitudes, beliefs and actions of all others involved in and with the church.

Our policy and commitment is to ensure that everyone connected with the church (including applying for employment and following termination of employment) is treated fairly and with respect, regardless of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability, and/or union membership.

The PCC will ensure that it complies with its legal obligations under the Race Relations Act 1976, the Sex Discrimination Act 1975, the Equal Pay Act 1970, the Disability Discrimination Act 1995 and any relevant subsequent legislation.

It is the responsibility of all who those have responsibility for or authority over other people to treat employees and volunteers in accordance with the above aims and to ensure that everyone is treated fairly and with respect. This involves:

Avoiding prejudice.

All actions and decisions should be based only on consideration of an employee's or volunteer's ability to perform the job. No judgement may be made subject to any prejudice.

Encouraging individual and working team development.

The responsibility of the staff team and the PCC is to help employees and volunteers succeed both individually and as members of working teams. All employees/volunteers must always have an equal opportunity to develop themselves and their talents and to be considered for appropriate training.

Preventing and punishing misconduct.

Conduct such as sexual, racial, disability or religious harassment, insulting comments or actions (regardless of method used), bullying, intimidation, swearing, initiation rites or 'ceremonies', etc is not acceptable, cannot be tolerated and will be subject to severe sanction.

- *Harassment* is a form of discrimination. It may be defined as conduct that the recipient finds unacceptable. It is behaviour that is unwanted, unreciprocated and uninvited by the recipient. Harassment may take many forms but is generally, though not exclusively associated with sex and/or race.
- *Sexual Harassment* means unwanted conduct of a sexual nature, or other conduct based on sex affecting the dignity of women and men at work. This can include unwelcome

physical, verbal or non-verbal conduct. Sexual harassment may constitute unlawful direct discrimination under the Sex Discrimination Act 1975.

- *Racial Harassment* means any behaviour, either verbal or physical, which is offensive to an individual or makes them feel intimidated, humiliated, ridiculed and/or undermined because of their colour, race, nationality or ethnic or national origins. By definition, racial harassment can amount to detriment inflicted on the grounds of race and therefore amount to a breach of the Race Relations Act 1976.
- *Bullying* - although there is no legal definition of bullying, for the purposes of this policy an action will equate to bullying if it can be judged on objective grounds that a reasonable person could justifiably complain about it. Examples of bullying would be:
 - criticising someone unfairly and excessively;
 - subjecting someone to verbal insults or shouting at them;
 - consistently and unreasonably ignoring a person or their point of view;
 - setting unreasonable work targets;
 - changing work objectives considerably without consultation;
 - consistently undervaluing a person's efforts at work;
 - physical assault.

Comprehensive Responsibility

It is the responsibility of every person on the staff team and the PCC to ensure compliance at all times with this policy. It is the responsibility of every employee and volunteer to ensure they comply with this policy. It is the responsibility of everyone working on behalf of St Paul's to treat all those with whom they come into contact with respect.

Liability

Breach of this policy by employees will lead to disciplinary action, in some cases involving dismissal without notice. Breach of this policy by volunteers will lead to internal sanctions being taken. In addition some breaches would also be a breach of legal requirements leading to criminal law sanctions including damages and/or substantial fines and/or imprisonment.

Complaint and investigation

Any person believing themselves to have been dealt with in breach of this policy should report the matter to either their line manager, the incumbent or one of the churchwardens. Efforts will be made to preserve the confidentiality of both alleged victim and aggressor, at least until the matter is resolved.

Investigation will be commenced within five working days of a complaint being lodged. Such investigation will be thorough and completed as quickly as possible with any appropriate sanctions applied fairly and swiftly.

To make a complaint of a breach of this policy it will be necessary to have:

- Details of what, when and where the occurrence(s) took place.
- Name(s) of any witness(es).
- Details of any other complaints made about the incident, date etc.
- Details of any others believed to have been treated in a similar way.
- Any preference for a solution.
- Until a hearing (or other resolution) is arranged, all details should be kept confidential.

Sanctions

Any employee/volunteer, no matter what level, found to be in breach of this policy, will be instructed to desist forthwith. Failure to do so by an employee will be regarded as gross misconduct. Serious breaches of this policy, even on a first occasion, may be regarded as gross misconduct.

Failure to do so by a volunteer will lead to their removal from their position of leadership within St Paul's. In determining an appropriate sanction the views of the victim may be taken into consideration where appropriate.

Written: January 2006
Last reviewed: January 2024

ANNEX 3: Grievance procedure for staff

This procedure, where adopted, applies to all employees.

1. APPLICATION OF THE PROCEDURE

- 1.1 The procedure may be invoked when an employee feels he or she has a problem or grievance for which there are no alternative arrangements. Records should be kept by the line manager detailing the nature of the grievance raised, the employer's response, any action taken and the reasons for it. These records should be kept confidential and retained in accordance with the Data Protection Act 1998 which requires the release of certain data to individuals on their request. Copies of any meeting records should be given to the employee concerned, although in certain circumstances, some information may be withheld, e.g. to protect a witness.
- 1.2 The aim is to resolve any problem quickly and as near as possible to its point of origin. If the matter is not resolved at the first stage, the employee may proceed to subsequent stages as necessary.
- 1.3 An employee may have a grievance with another employee, with a member of the clergy or with members of the PCC.

2. EXCLUSIONS

- 2.1 The following matters are outside the scope of the Grievance Procedure and should be dealt with as indicated.
 - Discipline - see separate disciplinary procedure.
 - Statutory deductions from pay – contact the treasurer.
 - Matters not related to work or conditions of service - the line manager, incumbent or churchwardens will normally provide advice and guidance (with the assistance in difficult cases from the Diocese or other appropriate bodies).
 - Salary Determination - separate Appeals Procedure under the PCC Pay Policy will apply.

3. STAGE ONE - INFORMAL STAGE

- 3.1 The employee should endeavour first to resolve the matter by direct approach to the person(s) concerned or in discussion with the line manager or incumbent. If the employee is unable to resolve the problem in this way, he/she should discuss it with their line manager or the incumbent and one of the churchwardens. The churchwarden will involve the other parties to the grievance in the discussions as necessary.
- 3.2 The churchwarden will give the employee a verbal report of the problem being put to him/her or of any meeting arranged as a consequence. He or she will confirm the outcome in writing within five working days.
- 3.3 If the churchwarden is unable to give a satisfactory answer, or if the matter is outside of his/her control, the employee is entitled to invoke Stage 2. To do this, the employee must

inform the churchwarden within five working days of receiving a reply, that he/she is not satisfied with the outcome.

4. STAGE TWO - FORMAL STAGE

- 4.1 Within five working days of receiving notification from the employee, the churchwarden must arrange a meeting between the employee and himself/herself and another nominated member of the PCC, giving at least ten working days notice of the meeting. The employee may be accompanied and/or advised by a representative or friend if he/she so wishes. The incumbent should be present at this meeting, but shall not chair it.
- 4.2 The churchwarden must orally notify the employee of the decision. The response must be confirmed in writing to the employee within five working days.
- 4.3 If the employee is not satisfied with the outcome of the second stage, he/she is entitled to invoke Stage 3. To do this, the employee must inform the churchwarden in writing within five working days of receiving the reply. The churchwarden will then refer the matter to the full PCC.

5. STAGE THREE

- 5.1 Within five working days of receiving the notification from the employee, the churchwarden or PCC secretary must convene a meeting to consider the grievance. The matter should be considered by a meeting of the PCC, either their regular meeting or, if none is scheduled, an extraordinary meeting. At least ten working days notice of the meeting must be given.
- 5.2 The meeting must be chaired by someone who has not been involved in the grievance process, and will hear the grievance with impartiality. The churchwarden involved at Stage Two should submit a written report. The parties concerned may make submissions and be accompanied by a colleague or friend. Any PCC member who has been involved at an earlier stage must not take part in the meeting, although he/she may make a submission. Minutes of the meeting shall be taken as normal. Other employees of the PCC will not attend the meeting, or part of the meeting, dealing with the grievance.
- 5.3 An oral decision may be given to the employee and a written decision must be delivered within fourteen days of the meeting (or the last meeting if more than one were judged necessary by the PCC). The decision of the PCC will be final.

By virtue of The Employment Act 2002 (Dispute Resolution) Regulations, you will have the right to continue with a grievance if you leave the Parish's employment before the process is exhausted or may invoke a grievance having left the Parish's employ.

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ANNEX 4: HEALTH & SAFETY POLICY STATEMENT

The Vicar, Church Wardens and Trustees of St Paul's Church, Kingston Hill recognise and accept our responsibility to protect the health, safety and welfare of our staff whether paid or voluntary, full time or part time. We will also endeavour to ensure the safety of our congregation, members of the public and guests who attend any of our activities.

For their part, all employees and voluntary staff have a responsibility to take reasonable care of themselves and any others who are likely to be affected by their activities whilst in service within the church building and its immediate curtilage.

To achieve this objective we will train, supervise and provide suitable information to all those involved in and affected by our work and activities. Where activities are identified as being significantly hazardous these will be subjected to a risk assessment and controlled and managed to the lowest practical level. Where such activities are deemed to constitute medium and high risks we will seek further advice from suitably qualified and experienced competent professionals.

Other proactive management techniques will include consultation with staff through regular meeting at which health and safety is a regular agenda item, audits of the workplace and periodic inspections of equipment by competent contractors.

We will endeavour to ensure that the safety of our staff, members of the congregation and visitors is paramount and that resources are available to deal with any hazardous situation as and when identified.

Adam Rylett
Incumbent
St Paul's Kingston Hill
May 2020

ANNEX 5: INFORMATION TECHNOLOGY POLICY

This policy relates to the use of any IT devices, either in stand-alone mode or connected to the church network or the internet. It also relates to the security of data when used by St Paul's staff in the course of their employment. For the purposes of this policy, 'device' refers to any IT hardware including PCs, laptops, tablets, smartphones, printers and scanners.

Church IT equipment

Staff and volunteers should note that:

- Any IT equipment provided by St Paul's Church is primarily for the church's work
- The church prohibits the accessing, downloading or distribution of any materials or making any statements or comments that are pornographic, racist, sexist or otherwise discriminatory, illegal or offensive.
- Staff and volunteers are prohibited from sending defamatory, abusive, sexist or racist messages in any form on any media.
- Software may only be installed on church devices with the permission of the incumbent or the IT adviser and must be properly licensed. You must not make additional copies of any licensed software.
- Internet access may only be used as permitted by the church. Other church policies will apply to conduct when using the internet. When using the internet:
 - Do not engage in any activity that might be harmful to systems or devices, or to any information stored on them.
 - Beware of opening email attachments and of clicking on links in emails, on social media sites or on the internet, unless they are verifiably reliable and from known and trusted sources.
 - The internet at St Paul's must never be used for:
 - gambling;
 - viewing or downloading pornographic or obscene material;
 - anything that may damage the interests or reputation of the church;
 - attempting to circumvent or subvert system or network security measures;
 - representing yourself as another person.
 - Remember that websites, newsgroups, forums, chat rooms and social media are public forums where it is inappropriate to reveal confidential information.
- If you leave the church's employment, you should delete all personal files from your devices but not those related to your post and return all IT equipment provided by the church unless some alternative arrangement is agreed. You must delete any church files from all personal devices, including contact details which you have acquired as a result of your employment.

IT Security

In order to satisfy GDPR (General Data Protection Regulation) and Charity Commission advice, any device on which you store any personal, pastoral, safeguarding, personnel or financial information regarding individuals, including both devices purchased by St Paul's and devices owned by staff members and used for work purposes, must comply with the following:

- Your device must be password protected and require password entry after going to screen saver. We recommend that you set your screen saver to activate after a maximum of 15 minutes of inactivity.
- If others use your device, a separate account should be set up for them.
- All devices must have up to date virus protection software.
- Passwords for an account should be different from passwords of any other account and not be easily guessable.
- Where it is an option, use 2 step verification for any church account (or other accounts if used for church business).
- If backing up files to a cloud storage service, files containing personal information must be password protected. External hard drives should not be used.
- You should permanently delete/destroy information as soon as it is out of date/irrelevant, or the period that the information should be kept for has passed. (Contact the Operations Manager if you are unsure how long data should be kept.)
- You should destroy/securely store the hard drive of your device when upgrading/replacing. When replacing your phone, you should do a full factory reset.
- Hard copy information must be stored in a locked filing cabinet.
- In the event of a data breach, including the loss of a device which St Paul's data was stored on, please inform the Operations Manager as soon as possible.

Storage of such data should comply with the St Paul's Kingston Data Protection Policy.

E-Mails

When sending e-mails, via your church email or via ChurchSuite:

- Take care over the language used to reduce the risk of misinterpretation. Re-read messages before sending to ensure that an appropriate tone has been used which balances informality with professionalism. Avoid sending angry e-mails.
- Use blind copies when it is appropriate to preserve confidentiality of email addresses
- Avoid sending confidential or sensitive information by e-mail.
- Do not use your work email address for personal emails.

Staff may access their own personal email during work hours but are asked to keep this to a minimum. Use of the church's e-mail system is not private and may be subject to scrutiny.

Social Media

Staff may use social media in the course of their work and in their own time. Staff are entitled to express their own views and opinions, but should bear in mind that comments posted online are open to being republished in other media and are thus being placed in the public domain, *even if they are initially posted in a private context*. Even posts made in a private capacity may be seen as representative of the church, so staff should be careful about what they post at all times, not only when at work.

When using St Paul's social media accounts:

- Remember you are representing the church, ensure tone and content is always appropriate.
- The audience on social media is wider than the church membership, content should be adjusted appropriately.
- Monitor comments and visitor posts and delete anything inappropriate.

- All communication with individuals is subject to the same safeguarding requirements as in-person contact. If you become aware of a safeguarding issue through social media, you must make our Safeguarding Officer aware immediately.
- See our Communications Policy for more details.

Children and young people

Those working with children and young people should take especial care when using any form of electronic communication, including email, Facebook, Twitter, WhatsApp, etc. Written parental consent for this is essential, and should explain both the form(s) of such communication and how it will be used. The worker's line manager must be made aware when young people are being contacted using electronic communication. It must be for reasons relating to work, not for general socialising, and comply with safeguarding guidance issued by Southwark Diocese.

I agree to abide by this IT Policy

Signature: _____

Name: _____

Date: _____

Written: February 2022
Approved by PCC: March 2022
Reviewed: January 2024

ANNEX 6: Self Certificate

Self Certificate

To be used in respect of the first 7 days of any absence (other than pre-arranged leave).

Name :		
Date of first day you were absent:		
Reason for absence: Describe what was wrong with you. What were your symptoms? How did you feel?		
What was it about the problem that prevented you from coming to work?		
About your treatment: Did you go to the Doctor or speak to a Doctor? Were you prescribed any drugs that may impair you at work?		
Did an occupational injury cause this absence from work if so details? Please give details		
Have you notified your line manager to report the incident?	Yes/No/N/A (please delete)	Date/time
Provide any supporting evidence e.g. (medical certificate/hospital out- patient form)		
I understand that giving false or misleading statements is regarded as an act of misconduct.		
Employee's Signature:		
Date:		

Return to Work

Date/time of return to work interview:		
Line manager's Comments: (To be written at the time of the return to work interview.)		
Line manager's Signature:		
Date/Time:		



ANNEX 7: Annual Performance Development Review (Appraisal)

Performance and Development Review

Name		Job title			
Date of review		Last review		Reviewer	

Section A – Looking back over last year- summary

<p>1. Your comments: How would you summarise your overall performance since your last Review? (Include key achievements, highlights and lessons learned. What went well? What would have been better?)</p>	
<p>2. Your manager's comments on your overall performance since your last Review.</p>	
<p>3. Extent to which performance against Job Description has been achieved. This should be explained in the box below, including details of any proposed amendments to the Job Description.</p>	<p>Achieved? Fully (F)</p>



	Partially (P) Not (N)
(This section should be edited with the employee's current job description)	

Section B Looking forward – Your performance objectives for the year

You need to agree your objectives for the future with your manager so that you both have a clear understanding of what you need to achieve before your next PDR meeting.

SMART Objective	How will we know when this has been achieved?	Target date
1.		
2.		



SMART Objective	How will we know when this has been achieved?	Target date
3.		
4.		
5.		

This is an essential part of your review, which is aimed primarily at making sure that you are able to carry out your current job to the best possible standard. It will also help you to identify ways of developing further if this is what you want to do. You need to identify your learning and development needs for the next year. Your manager will help you work out which development activities may help you to address some of these gaps.

Development need	Development activities	Target date	Date completed
1.			
2.			
3.			



4.			

Your manager's signature		Your signature	
Date			

Reviewers Comments

Name:	Signature:	Date:
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A copy of this completed form will be kept on record and may be shared with the church wardens and the PCC