


Appendix 1

This is a sample safeguarding policy form for a parish which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:

<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Safeguarding Policy Promoting a Safer Church

The following policy was agreed at the Parochial Church Council (PCC) meeting held on

In accordance with the Church of England Safeguarding Policy, our church is committed to:

- promoting a safer environment and culture
- safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church
- responding promptly to every safeguarding concern or allegation
- caring pastorally for victims/survivors of abuse and other affected persons
- caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- responding to those who may pose a present risk to others.

The parish will:

- create a safe and caring place for all
- have a named Parish Safeguarding Officer (PSO) to work with the Incumbent and the PCC to implement policy and procedures
- safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse
- ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish
- display on church premises and on the parish website the details of whom to contact with safeguarding concerns or support needs
- listen to and take seriously all those who disclose abuse
- take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops' guidance, including immediately notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies
- offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred
- care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties
- ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually
- review the implementation of the Safeguarding Policy, Procedures and Practice at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints as the Parish Safeguarding Officer.

Incumbent:

Churchwardens:

Date:

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Section 10: Forms and templates

Appendix 2

This is a form laying out a sample policy for responding to domestic abuse which can be used locally by parishes.

A full-sized form can be downloaded as a PDF or Word document from:

<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Policy for Responding to Domestic Abuse

All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse
- protect those vulnerable to domestic abuse from actual or potential harm
- recognise equality amongst people and within relationships
- enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- domestic abuse can occur in all communities
- domestic abuse may be a single incident but is usually a systematic, repeated pattern which escalates in severity and frequency
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

- in all our activities –
 - ◊ valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse
- in our publicity –
 - ◊ raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse
- when concerns are raised –
 - ◊ ensuring that those who have experienced abuse can find safety and informed help
 - ◊ working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community
- in our care –
 - ◊ ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse
 - ◊ identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

If you have any concerns or need to talk to anyone, please contact:

.....


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Appendix 3

This is an outline for the role of Parish Safeguarding Officer which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:

<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Parish Safeguarding Officer Role

The Parish Safeguarding Officer (PSO) is the key link between the Diocese and the parish(es) concerning safeguarding matters. She/he will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of safeguarding policy. The role can be taken by one person or the role shared, for example with one person covering children and the other vulnerable adults.

The key tasks of the PSO are to:

- have an overview of all church activities involving children and vulnerable adults and keep a record of these activities
- be familiar with Diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance
- liaise with the Incumbent over safeguarding issues
- keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters
- liaise as necessary with the Diocesan Safeguarding Adviser (DSA). Report all concerns or allegations against church officers to the DSA
- attend Diocesan safeguarding training offered for PSOs
- assist with safeguarding training in the parish as appropriate
- attend a meeting of the church leadership (PCC) at least annually to ensure that safeguarding issues are discussed and that the church leadership adopts the annual Church Safeguarding Policy
- ensure that the Church Safeguarding Policy and contact details are displayed on all church premises
- keep good records of any safeguarding concerns that may arise, and ensure that others do the same
- promote inclusiveness in places of worship and within church activities
- keep the church leadership informed of good safeguarding practice
- undertake a regular parish safeguarding self-assessment in the format offered by the Diocese.

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Section 10: Forms and templates

Appendix 4

This is a sample form to note a change in Parish Safeguarding Officer which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Are you the Parish Safeguarding Officer for your Parish?

If the PCC appoints a new Parish Safeguarding Officer, or if the current PSO retires or resigns, please use this form to inform the Diocese of the change and ensure that the correct officers receive mailings.

Parish: Church:

Episcopal Area: Croydon / Kingston / Woolwich (please circle)

Name of new Parish Safeguarding Officer:

Address:

.....

.....

Telephone number:

E-mail:

I am responsible for safeguarding:

children / adults who may be vulnerable / children and adults who may be vulnerable
(please circle)

..... is no longer the Parish Safeguarding Officer

Please return to: Diocesan Safeguarding Administrator
Trinity House
4 Chapel Court
Borough High Street
London SE1 1HW
020 7939 9476
safeguarding@southwark.anglican.org

Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

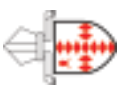
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Appendix 5

This is a risk assessment form which can be used locally as required.

A full-sized form can be downloaded as a PDF or Word document from:

<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Activity risk assessment, including holidays and trips

Activity: _____

Location: _____

Name of leader with responsibility: _____

Date of first risk assessment: _____

Time/frequency: _____

Date to be reviewed: _____

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done


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Section 10: Forms and templates

Appendix 6

This is a registration and consent form for children taking part in church groups, day visits, camps and residential holidays which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Registration and Consent Form: Children
**Church Groups (including Bell Ringing),
Day Visits, Camps and Residential Holidays†**

Name of church: Name of group/activity:

Family contact details:

Child's full name: Date of birth:

Full name of parent/guardian:

Child's home address:
..... Home telephone:

Parent's/guardian's mobile number:

Parent/guardian's e-mail address:

Family doctor:

School: School year:

About your child:

Does your child have any food allergies (please specify)?
.....

Does your child have any medical conditions (please specify)?
.....

Is your child on any medication (please specify)?
.....

NHS number: Details of last anti-tetanus injection:

Does your child have any special needs (please specify)?
.....

Is there anything else you would like us to know about your child?
.....

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Appendix 6



Emergency contact details for parents/guardians:

Contact telephone number during group or activity time:

Contact name for an alternative adult in case of emergencies:

Alternative adult's telephone number:

Alternative adult's relationship to your child:

Arrangements for collection:

My child will be brought and collected from the group: YES/NO*

My child will be collected by: Relationship to child:

Name of anyone NOT allowed to collect my child: Relationship to child:

My child has permission to travel to and from the group without me (children over 11 years): YES/NO*

Declaration:

I give permission for (child) to attend and take part in the specified activities.

In an emergency and/or if I am not contactable, I am/am not (delete as appropriate) willing for my child to receive medical or dental treatment including an anaesthetic.

Signed (parent/guardian): Date:

Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

[†]To be completed as appropriate by the adult, or parent/carer of the child.

This form should be updated annually.

*Delete as appropriate.

Section 10: Forms and templates

Appendix 7

This is a registration and consent form for adults who may be vulnerable taking part in church groups, day visits and residential holidays which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Registration and Consent Form: Adults
**Church Groups (including Bell Ringing),
Day Visits and Residential Holidays†**

Name of church: Name of group/activity:

Contact details:

Adult's full name: Date of birth:

Adult's home address:
..... Home telephone:

Full name of carer:

Carer's mobile number:

Carer's e-mail address:

Family doctor:

About you:

Do you have any food allergies (please specify)?
.....

Do you have any medical conditions (please specify)?
.....

Are you on any medication (please specify)?
.....

NHS number: Details of last anti-tetanus injection:
.....

Is there anything else you would like us to know about you?
.....

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Appendix 7



Emergency contact details for your carer or next of kin:

Contact name for a carer/next of kin in case of emergencies:

Carer/next of kin's telephone number:

Relationship to you:

Arrangements for collection:

I will be brought and collected from the group: YES/NO*

I will be collected by:

Relationship to you:

Declaration:

I consent to taking part in the specified activities.

In an emergency, I am/am not (delete as appropriate) willing to receive medical or dental treatment including an anaesthetic.

Signed (adult):

Date:

Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

[†]To be completed as appropriate by the adult or their carer. This form should be updated annually.


*Delete as appropriate.

Section 10: Forms and templates

Appendix 8

This is a form for volunteer drivers undertaking to transport children and/or vulnerable adults on behalf of the church which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



**Undertaking by Voluntary Driver
to Transport Children and Vulnerable Adults
in Private Cars on behalf of the PCC of
..... Church**

Name of driver: Telephone number:

E-mail address:

Address:

1. Consent

- Children will not be taken out in transport without the prior consent of their parents or carers.
- Vulnerable adults will give permission to being transported themselves, and discretion used in consulting first with their carers.
- I will take care when assisting children or vulnerable adults to board and alight from my vehicle, both to ensure that the road is safe to do so and in following guidelines on physical contact.

2. The driver

- I am over 25 and have held a full current driving licence for more than two years.
- I have/do not have* an endorsement of six points or more on my licence (if six points or more I will share the details with the Parish Safeguarding Officer or Incumbent).
- I do not have an 'unspent' conviction for a driving offence.
- My vehicle is comprehensively insured.
- I have informed my insurance company that I am a volunteer driver for church activities and, if required, I have obtained a passenger endorsement for the transportation of children or vulnerable adults.
- I understand that in case of any accident, injury or vehicle damage, the church's liability insurance policy does not provide primary or direct insurance on my vehicle.
- My vehicle is clean and in a roadworthy condition.
- At no time will the number of people in the car exceed the usual passenger number.

3. The vehicle

i) Seat belts

- My car is fitted with seat belts (both front and rear), and the numbers of people transported will not exceed the number of seat belts available.
- All car passengers will be required to wear safety belts in the front and rear seats.
- All children up to three years old will be carried in a child restraint.
- Rear-facing baby seats will not be used in a seat protected by a front air-bag unless the air-bag has been deactivated manually or automatically.
- Children from the age of three up to 135cm in height (approximately 4ft 5in) or their 12th birthday, whichever they reach first, will use baby/child seats or booster cushions for older children.
- All passengers aged 13 years or more will wear an adult seat belt.

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Appendix 8



ii) Escorts

- Where possible, another responsible adult will accompany me, to assist with any emergencies.
- If in an emergency I have to transport a child or vulnerable adult on my own, the child or vulnerable adult will sit in the back of the car.

Declaration:

Signed (driver):

Date:

.....

Name of vehicle owner if different:

.....

Signed (vehicle owner):

Date:

.....

Verification:

Confidential declaration and Criminal Disclosure received? YES/NO* Date:

Driving licence seen and insurance certificate seen? YES/NO* Date:

Car make and model: Registration number:

Signed: Date: Role/designation:

.....

Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.


*Delete as appropriate.

Section 10: Forms and templates

Appendix 9

This is a sample passenger consent form to allow children and/or vulnerable adults to be transported in private vehicles which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

**Passenger Consent Form to be Transported
in Private Cars on behalf of the PCC**

Your details:

Name of passenger:

Date of birth, if under 18 years:

Name of parent/carer, if passenger is under 18 years:

Name of adult carer, if applicable:

Address:

Phone number: E-mail:

The activity:

Date(s) of events:

Venue:

Transport provided: private vehicle / minibus / other (please specify):

Name of driver, if known:

Your consent:

I consent to being transported on behalf of Church, according to the arrangements specified above.

Signed (passenger): Date:

For passengers under 18 years:

I consent to (child) being transported on behalf of Church, according to the arrangements specified above.

Signed (parent/carer): Date:

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Appendix 9




Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

Section 10: Forms and templates

Appendix 10

This is a consent form to allow the parish to take and store images of children which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Consent Form for Taking and Publishing Images of Children

At Church, we include images of children in our publicity with their consent and the consent of their parents or guardians. We have a duty of care to reduce safeguarding risks by ensuring that children remain unnamed in publications.

For completion by a named representative of the church:

1 Name of church representative: **Role:**

2 Specific purpose for which image is to be used:

Church noticeboard Church magazine Church website Church social media

Diocesan newspaper / Diocesan social media / Other Diocesan publication

Other (please specify):

3 Where the image will be stored:

Computer file (specify whose computer):

Album Filing cabinet The cloud

The image will be destroyed after use

For completion by parent or guardian and child:

I consent to images of me/my child named below being used and stored, solely for the purposes specified above. I understand that the identity of my child will be protected in all publication of images.

Name of child:

Name of parent or guardian:

Address:

Signed (parent/guardian): **Signed (child):**

Date:

Queries regarding this process should be addressed to
(Parish Safeguarding Officer), or to *(Incumbent)*

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Appendix 10




Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

Section 10: Forms and templates

Appendix 11

This is a consent form to allow the parish to take and store images of adults who may be vulnerable which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Consent Form for Taking and Publishing Images of Adults who may be Vulnerable

At Church, we include images of all adults, including those who may be vulnerable, in our publicity, but only with their consent.

For completion by a named representative of the church:

1 Name of church representative: Role:

2 Specific purpose for which image is to be used:

Church noticeboard Church magazine Church website Church social media

Diocesan newspaper / Diocesan social media / Other Diocesan publication

Other (please specify):

3 Where the image will be stored:

Computer file (specify whose computer):

Album Filing cabinet The cloud

The image will be destroyed after use

For completion by adult who may be vulnerable and the person taking their consent:

I have seen the images that may be used for publication. I consent to these images being used and stored, solely for the purposes specified above.

I agree / do not agree (*delete as appropriate*) to my name being given in a caption or article accompanying the images.

Name of adult:

Address:

Signed: Date:

Name of person obtaining consent:

Relationship to adult / role in the church or organisation:

Queries regarding this process should be addressed to
(Parish Safeguarding Officer), or to (Incumbent)

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Appendix 11




Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

Section 10: Forms and templates

Appendix 12

This is a safeguarding provision form to attach to any agreement on hiring out church premises which can be used locally.

A full-sized form can be downloaded as a PDF or Word document from:
<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

**Safeguarding Provision to attach to any
Hire of Church Premises Agreement**

The Parochial Church Council (PCC) of Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will provide the church with a copy of your organisation’s Safeguarding Policy/Policies, or if you do not have one you will adopt the current parish policy
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually
- you will always have at least two leaders over the age of 18 in any group of children and young people, no matter how small the group
- no person under the age of 18 will be left in charge of any children or young people of any age
- no child or group of children or young people should be left unattended at any time
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details or parent/guardian/carer etc, date of birth and next of kin
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
 - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for Church is:

Name:
.....

E-mail: **Telephone number:**

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Appendix 12



Declaration:

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed (adult):

Designation:

.....

.....

Organisation:

Date:

.....

.....

Please sign two copies, one to be retained by the church, and one by the organisation.


Section 10: Forms and templates

Appendix 13

This document sets out a summary of safer recruitment practice guidance for parishes.

A full-sized form can be downloaded as a PDF or Word document from:

<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Safer Recruitment Practice Guidance

1. Safer Recruiting in the parish: executive summary and models of good practice

- 1.1. The following document summarises the steps to safer recruiting for parishes and PCCs and contain models of good practice to support safer recruiting in the Church of England.
- 1.2. An executive summary is provided here to make the link between the models of good practice and the main guidance.
- 1.3. Finding and recruiting the right people to work with children and adults experiencing, or at risk of, abuse or neglect can be difficult. What follows is a safer recruitment checklist to help make sure that Dioceses and parishes recruit/appoint appropriate people as employees or volunteers. It is a criminal offence for an individual who is barred from working with vulnerable people (children and adults experiencing, or at risk of, abuse or neglect) to apply for a regulated activity role and it is a criminal offence for an organisation to appoint a barred person to a regulated activity role. A DBS check is the end of the process when the appointer/appointing body is minded to appoint. A DBS check is not the start of the process and should not be the only check of suitability.

2. The steps to Safer Recruiting: an executive summary

1.	Be clear about who is responsible for appointments. In local churches this rests with the PCC. Responsibility can be delegated but the person must have been safely recruited him/herself, be capable and competent in recruitment and be able to keep personal matters confidential.
2.	Have a policy statement on the recruitment of ex-offenders. Applicants must be clear about how they will be treated if they are ex-offenders. The DBS has published a sample policy statement on the recruitment of ex-offenders.
3.	Ensure that there are safeguarding policies in place. The parish must have adopted the House of Bishops' safeguarding policies.
4.	Have a clear job description or role which sets out what tasks the applicant will do. A model template is shown in <i>A Safe Church</i> , Section 10, Appendix 14.
5.	Application form/references. A model template application form can be found in <i>A Safe Church</i> , Section 10, Appendix 15. Always ask for and take up references. Ask referees specifically about an individual's suitability to work with vulnerable people. Ensure that you carefully examine application forms and references and make sure that the information that has been provided is consistent and the organisation has a satisfactory explanation from the applicant in relation to any discrepancies and any gaps in the applicant's personal history and/or career. A model template reference request letter can be found in <i>A Safe Church</i> , Section 10, Appendix 17.
6.	The Confidential Declaration. Ask if there is any reason why an applicant should not be working with children and adults experiencing, or at risk of, abuse or neglect. The Diocesan Safeguarding Adviser is there to give advice and must be contacted if an applicant discloses any information in his/her Confidential Declaration. A Confidential Declaration form can be found in <i>A Safe Church</i> , Section 10, Appendix 19.

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Appendix 13




7.	<p>Interview/discussion. Have a face-to-face interview or discussion with pre-planned and clear questions to assess a person's suitability for a role. Check the Confidential Declaration and the references. A model interview/discussion template can be found in <i>A Safe Church</i>, Section 10, Appendix 16. Questions must assess the values, motives, behaviours and attitudes of those applying for roles which work with vulnerable groups. If the person/chair of the interview panel conducting the interview/discussion is minded to recommend approval then the applicant must be asked to complete an appropriate criminal record check (for example, an enhanced criminal record check, if eligible). Special arrangements apply to overseas applicants. An enhanced criminal record check must always be required in relation to people sent abroad to work with vulnerable people (children or adults experiencing, or at risk of, abuse or neglect) as part of the UK recruitment process.</p>
8.	<p>Approval. The decision to appoint to voluntary or paid work must be made by those who have the responsibility for appointments. A model letter of appointment template can be found in <i>A Safe Church</i>, Section 10, Appendix 18.</p>
9.	<p>It is good practice to induct a new volunteer, ensure supervision and support is in place and conduct a review regularly as the role requires.</p>

Section 10: Forms and templates

Appendix 14

This is a sample job role outline for a worker or a volunteer with children and/or adults who may be vulnerable, which can be used locally. It can be supplemented by reference to specific roles, for example, creche assistant; Sunday School teacher; Pastoral Assistant; Children or Youth Worker; or Outreach Worker.

A full-sized form can be downloaded as a PDF or Word document from:
<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

**Job Role for [Volunteer]* Worker with Children
and/or Adults Experiencing, or at Risk of, Abuse or Neglect**

The church takes the safety of everyone within it very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or of actual abuse to report it immediately.

Principles:
Workers with children and/or adults experiencing, or at risk of, abuse or neglect must have a commitment to:

- treat individuals with respect
- recognise and respect their abilities and potential for development
- promote their rights to make their own decisions and choices, unless it is unsafe
- ensure their welfare and safety
- promote social justice, social responsibility and respect for others
- maintain confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (for example, allegations of abuse). Safeguarding issues of concern must **always** be reported to the police or social care services and the Diocesan Safeguarding Adviser.

Responsible to (named contact for support and resolution of any difficulties):
The Incumbent (or his/her named representative) and through them to the PCC.

Key responsibilities and accountabilities

- To work with vulnerable people (children and adults experiencing, or at risk of, abuse or neglect) in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern.
- To represent the needs and views of vulnerable people to the PCC or, where appropriate, enable them to do this for themselves.
- To maintain a link with parents and carers.
- To work in accordance with the church's policy on safeguarding.
- To undertake any other work that has been agreed and is seen to be appropriate.

As a volunteer you can expect that we will do our best to ensure that:
we provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering, and that you are treated with respect and courtesy and provided with training. *

Person specification:

- Able to demonstrate an ability to work with people who are/may be vulnerable.
- A willingness to develop their skills and training.

As a volunteer working regularly with people who are/may be vulnerable, this post may be eligible for a criminal record check which will be renewed at least every five years. *

This letter is binding in honour only; it is not intended to create a legally binding contract between us and it may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created, either now or at any time in the future. *

*Use the bracketed text when using the form for volunteer workers, or delete when using the form for paid workers

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Section 10: Forms and templates

Appendix 15

This is an application form template for a paid or volunteer post which can be used or amended locally.

A full-sized form can be downloaded as a PDF or Word document from:
<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>

 <p>Parish of</p> <p>Application Form for Paid or Voluntary Workers with Children and/or Adults Experiencing, or at Risk of, Abuse or Neglect</p> <p>Application for the post of:</p>	
<p>Full name:</p> <p>Date of birth:</p> <p>Former name (if applicable):</p> <p>Home address:</p> <p>Postcode:</p> <p>Telephone number</p> <p>Day:</p> <p>Evening:</p> <p>How long have you lived at the above address?</p> <p>If less than 12 months, please supply your previous address:</p> <p>Postcode:</p> <p>How long did you live there?</p> <p>Church attended:</p> <p>Name of Incumbent:</p>	<p>Previous experience of working with children or adults experiencing, or at risk of, abuse or neglect (continue overleaf if necessary):</p> <p>Please provide two references, one of which must be from your current employer or previous church:</p> <p>Reference 1:</p> <p>Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Telephone:</p> <p>Reference 2:</p> <p>Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Telephone:</p> <p>Signed:</p> <p>Print name:</p> <p>Date:</p>

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Appendix 15



Previous experience of working with children or adults experiencing, or at risk of, abuse or neglect (continued from previous page):

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Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

Section 10: Forms and templates

Appendix 16

This is an interview/discussion form for a paid or volunteer post which can be used or amended locally.

A full-sized form can be downloaded as a PDF or Word document from:
<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Interview/discussion questions for a person seeking to work or volunteer with children/adults experiencing, or at risk of, abuse or neglect and outcome

The purpose of the interview/discussion is to explore the applicant's suitability. Notes of the interview/discussion must be retained and attached to this form, which must be returned to the Incumbent to be held on behalf of the PCC. The following factors must be addressed:

Name and address of applicant:

.....

.....

.....

.....

1. What experience have you of working with children/adults experiencing, or at risk of, abuse or neglect?
2. Can you give an example of something you have done that demonstrates your commitment to working with vulnerable groups (i.e. children and/or adults experiencing, or at risk of, abuse or neglect)?
3. Can you give some examples of how you would provide kind, consistent and safe care?
4. Can you describe how you would respect the background and culture of children/adults experiencing, or at risk of, abuse or neglect with whom you would volunteer/work?
5. How would you treat all children/adults experiencing, or at risk of, abuse or neglect as individuals with equal concern?
6. Do you know of any reason why you should not be working with children or adults experiencing, or at risk of, abuse or neglect? Are there any police or employment matters outstanding which could affect your ability to volunteer/work?

Outcome

Are there any issues in the Confidential Declaration?	YES/NO*
Do the references support the appointment?	YES/NO*
Do you recommend their approval to the PCC?	YES/NO*

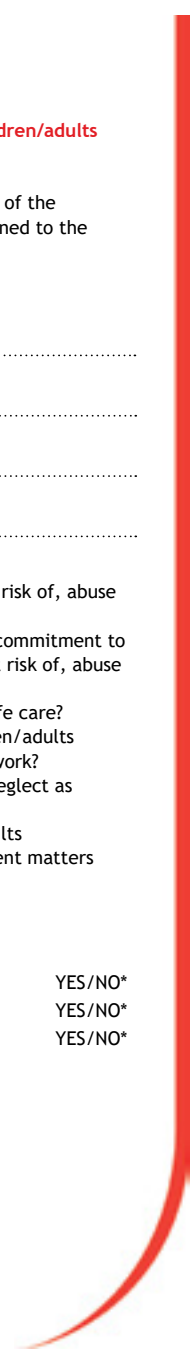
Signed:

Name (print):

Date approved by PCC: _____ Date: _____

*delete as appropriate

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Section 10: Forms and templates

Appendix 17

This is a form for taking up references for a paid or volunteer post which can be used or amended locally.

A full-sized form can be downloaded as a PDF or Word document from:
<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>

	
Parish of	
Name and address of referee:	Name and address of Incumbent or their nominee requesting a reference:
Date:	

Dear

Request for reference for a paid or voluntary worker with children/adults experiencing, or at risk of, abuse or neglect

Re: Mr / Mrs / Miss / Ms*

Address:

Post applicant applying for:

The above has given your name as someone who may be contacted in relation to his/her* application to work with children/adults experiencing, or at risk of, abuse or neglect.

Guidelines suggest that all voluntary organisations including Churches must take steps to safeguard the children/adults experiencing, or at risk of, abuse or neglect entrusted to their care. I would be grateful if you could comment on the following factors, as they may apply to the applicant:

- previous experience of working with children or adults experiencing, or at risk of, abuse or neglect
- his/her* ability to provide kind and consistent care
- evidence of his/her* willingness to respect the background and culture of children and adults experiencing, or at risk of, abuse or neglect in his/her* care
- his/her* commitment to treat all children and adults experiencing, or at risk of, abuse or neglect as individuals and with equal concern
- any evidence or concern that he/she* would not be suitable to work with children and adults experiencing, or at risk of, abuse or neglect.

You are welcome to use the reverse of this letter for your reply. Thank you for your assistance.

Yours sincerely

Incumbent or Nominee

**delete as appropriate*

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Appendix 17



How long have you known the applicant?
His/her* previous experience of working with children/adults experiencing, or at risk of, abuse or neglect:
His/her* ability to provide kind, consistent and safe care:
Evidence of his/her* willingness to respect the background and culture of children/adults experiencing, or at risk of, abuse or neglect in his/her* care:
His/her* commitment to treat all children/adults experiencing, or at risk of, abuse or neglect as individuals and with equal concern:
Any evidence or concern that he/she* would not be suitable to work with children/adults experiencing, or at risk of, abuse or neglect?
Telephone contact number for clarification:

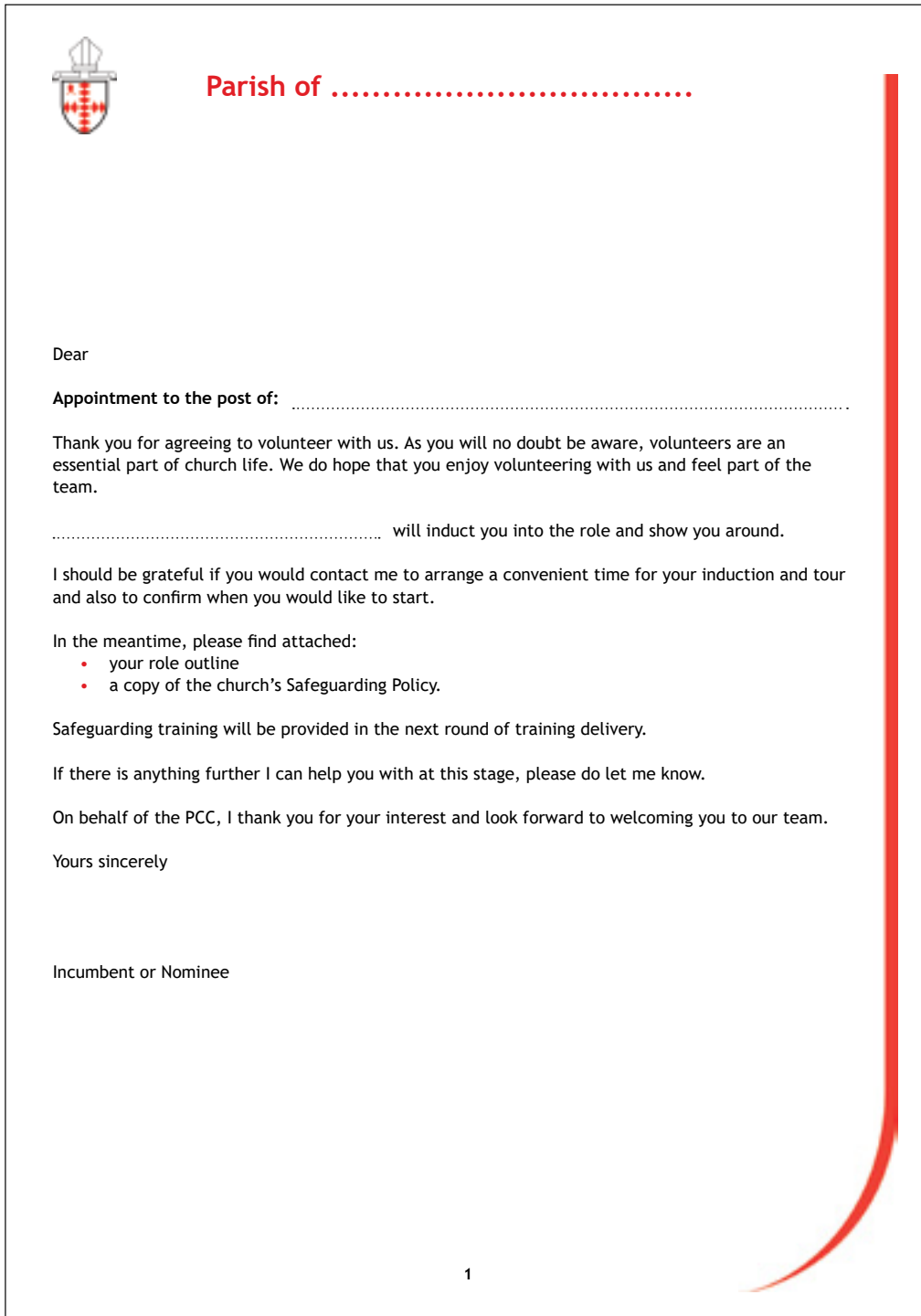
Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

Section 10: Forms and templates

Appendix 18

This is a sample letter appointing someone to a volunteer post, which can be used or amended locally. It must be sent **only** after the criminal records check has been considered and approved.

A full-sized form can be downloaded as a PDF or Word document from:
<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



The form is a sample letter template enclosed in a rectangular border. At the top left is a small icon of a bishop's mitre. To its right, the text 'Parish of' is written in red. A thick red vertical line runs down the right side of the page, ending in a curved flourish at the bottom. The letter text is as follows:

Dear

Appointment to the post of:

Thank you for agreeing to volunteer with us. As you will no doubt be aware, volunteers are an essential part of church life. We do hope that you enjoy volunteering with us and feel part of the team.

..... will induct you into the role and show you around.

I should be grateful if you would contact me to arrange a convenient time for your induction and tour and also to confirm when you would like to start.

In the meantime, please find attached:

- your role outline
- a copy of the church's Safeguarding Policy.

Safeguarding training will be provided in the next round of training delivery.

If there is anything further I can help you with at this stage, please do let me know.

On behalf of the PCC, I thank you for your interest and look forward to welcoming you to our team.

Yours sincerely

Incumbent or Nominee

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Section 10: Forms and templates

Appendix 19

This is a Confidential Declaration form template.

A full-sized form can be downloaded as a PDF or Word document from:
<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Church of England Confidential Declaration Form

The Confidential Declaration Form must be completed by all those wishing to work with children and/or adults experiencing, or at risk of, abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults experiencing, or at risk of, abuse or neglect. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role/position. All forms will be kept securely in compliance with the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.


Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1 December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

1.	Have you ever been bound over to keep the peace or been convicted or charged with a criminal offence that has not been filtered in accordance with the DBS filtering rules (include both 'spent' and 'unspent' convictions)? If yes, give details here:	YES / NO*
2.	Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules? If yes, give details here:	YES / NO*

*Delete as appropriate.

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3.	Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence/ misconduct? If yes, give details here:	YES / NO*
4.	Are you or have you ever been prohibited and/or barred from work with children and/or vulnerable adults? If yes, give details here:	YES / NO*
5.	Has a family court ever made a finding of fact in relation to you that you have caused significant harm to a child and/or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of significant harm from you?	YES / NO*

**Delete as appropriate.*

2

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6.	<p>Has your conduct ever caused or been likely to cause significant harm to a child and/or vulnerable adult, and/or put a child or vulnerable adult at risk of significant harm?</p> <p>If yes, give details here:</p>	YES / NO*
7.	<p>To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?</p> <p>If you reply yes, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.</p>	YES / NO*
8.	<p>Have you ever had any allegation made against you, which has been reported /referred to, and investigated by the police/social services/social work department (children or adults' social care)?</p> <p>If you reply yes, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.</p>	YES / NO*

**Delete as appropriate.*

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9.	<p>Has a child in your care for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation?</p> <p>If yes, give details here:</p>	YES / NO*
10.	<p>If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules, or is that person at present the subject of a criminal investigation/pending prosecution?</p> <p>If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s).</p>	YES / NO / NOT APPLICABLE*

ALL THESE MATTERS WILL BE CHECKED WITH THE RELEVANT AUTHORITIES

Before an appointment can be made, applicants who will have substantial contact with children and/or adults experiencing, or at risk of, abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check, as appropriate) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and/or adults experiencing, or at risk of, abuse or neglect.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed; it is only if the nature of any matters revealed may be considered to place a child and/or an adult experiencing, or at risk of, abuse or neglect at risk.

**Delete as appropriate.*

Section 10: Forms and templates

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Declaration:

I declare the above information (and that on my attached sheets) is true, accurate and complete to the best of my knowledge.

After I have been appointed I agree to inform my line manager or supervisor if I am charged, cautioned or convicted of any offence or if I become subject to a police/social services/social work department (children's or adults' social care) investigation.

Signed:

Full name: Date of birth:

Address:

.....

.....

Date:

Please return the completed form to:

.....

.....

.....

Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

Appendix 19

**Notes applicable to questions 1 and 2:**

Declare all convictions, cautions, warnings and reprimands etc that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).

Broadly, where your position/role involves substantial contact with children and/or adults experiencing, or at risk of, abuse or neglect (i.e. where you are eligible for an enhanced criminal records check), you will be expected to declare **all** convictions and/or cautions etc, even if they are 'spent', provided they have not been filtered by the DBS filtering rules.

If your position/role **does not** involve substantial contact with children and/or adults experiencing, or at risk of, abuse or neglect you should only declare 'unspent' and 'unfiltered' convictions/cautions etc.

Convictions, cautions etc and the equivalent obtained abroad must be declared as well as those received in the UK.

You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order); and (d) it does not appear in the DBS's list of specified offences relevant to safeguarding (broadly, violent, drug-related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) to be filtered.** Further guidance is provided by the DBS and can be found at: www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

Please note that 'rehabilitation' periods (i.e. the amount of time which has to pass before a conviction etc can become 'spent') have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than four years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

You do not have to declare any adult caution where: (a) six years (or two years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc and (b) it does not appear on the DBS's list of specified offences referred to in the paragraphs above. **Please not that a caution etc must comply with (a) and (b) in order to be filtered.**

If you are unsure of how to respond to the questions, please seek advice from an appropriate independent representative (for example, your solicitor) because any failure to disclose relevant convictions, cautions etc could result in the withdrawal of approval to work with children and/or adults experiencing, or at risk of, abuse or neglect. However, it is important to note that the existence of a conviction, caution etc will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.

Section 10: Forms and templates

Appendix 19



Notes applicable to question 5:

‘Significant’ harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or when he/she was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.

Notes applicable to question 6:

Make any statement you wish regarding any incident you wish to declare.

Notes applicable to question 8:

Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, children’s services, an employer, voluntary body or other body for which you have worked must be declared. Checks will be made with the relevant authorities.

Notes applicable to question 10:

You are required to answer this only if you work from home with children. The DBS define home-based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include all clergy). <https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance>

For more on DBS filtering rules, see the notes on page 6.

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Section 10: Forms and templates

Appendix 20

This is a sample complaints and grievances procedure. You are strongly recommended to have such a procedure in place. If your PCC has not already agreed one, you may wish to adopt this model.

A full-sized form can be downloaded as a PDF or Word document from:

<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Complaints and Grievances Procedure

What counts as a complaint and a grievance?

A complaint is a written or verbal expression of dissatisfaction or disquiet about an action, or lack of action, by a person acting on behalf of the church, or about the policies and procedures of the church.

When the complaint is made by someone who is deployed within the parish, whether paid (for instance, paid youth workers and administrators) or holding unremunerated office (for instance, Sunday School leaders or servers), it is usually referred to as a grievance.

A complaint or grievance may include an allegation that a person has behaved in an unacceptable way. Complaints and grievances against licensed or commissioned ministers (Readers, Southwark Pastoral Auxiliaries, Church Army Officers) are handled through a separate Diocesan procedure. These complaints or grievances should be addressed to the Incumbent of the parish.

Problem-solving

The aim always, when responding to complaints and grievances, is to enable them to be resolved informally, speedily and fairly by discussion, problem-solving, mediation and negotiation. Problems should therefore be brought direct to the person(s) deemed responsible for the area of dissatisfaction or disquiet, and will hopefully be resolved in this way.

If, however, a complaint or grievance relates to or includes an allegation that a child or adult who may be vulnerable has been harmed or is at risk of harm, or that an adult or another child may have caused harm to a child or adult who may be vulnerable, it must be responded to through the Diocesan procedures for handling allegations of abuse.

If the complaint or grievance does not concern a child or adult who may be vulnerable, and the person bringing it is not satisfied with the outcome at the problem-solving stage, he/she may then invoke this formal procedure.

Formal procedure for complaints and grievances – stage 1

A complaint should be submitted in writing to a Churchwarden of the parish (who is not him- or herself the subject of the complaint).

A grievance should be submitted in writing to the person to whom the person bringing the grievance is accountable; this will be the direct line manager of a paid employee, or the person responsible for co-ordinating the work of a volunteer. If, however, the person who is accountable is the subject of the grievance, the grievance should be taken to a Churchwarden.

The person bringing the complaint has the opportunity to state his or her case; and to be represented, if they wish, at any meeting by a friend or other supporter.

The Churchwarden (if a complaint) or line manager (if a grievance) will meet with the complainant to listen to and note the facts of the complaint or grievance. He/she will then give to the subject of the complaint or grievance the facts relating to it. The Churchwarden/line manager will then interview the subject of the complaint or grievance, who may also be represented by a friend or other supporter if they wish, to listen to their response to the complaint or grievance brought against them. The Churchwarden/line manager may then interview any other relevant parties.

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The Churchwarden/line manager then draws conclusions and informs the complainant and the subject of the complaint or grievance of the outcome, ideally within a week of the complaint or grievance being made.

Formal procedure for complaints and grievances – stage 2

If the reply given at stage 1 does not satisfactorily resolve the complaint or grievance, the complaint or grievance should be put in writing to a Churchwarden, who will take it to the PCC. The PCC will form a panel of three of its members who have not been involved in the process before.

The panel will establish why the complainant continues to feel aggrieved, and receive all the documentation from the previous investigation at stage 1. The panel will then meet with the complainant and his/her supporter, the subject of the complaint or grievance and his/her supporter, and the Churchwarden or line manager who investigated the complaint at the first stage. Witnesses may be called.

The panel members will then sit alone to form a judgement and make a decision about the complaint or grievance. They will inform the complainant and the subject of the complaint or grievance of the outcome within a month of the complaint being made.

The decision of the panel representing the PCC will be final.

As a result of an investigation into a complaint or grievance, it may be necessary to address the matter through the disciplinary procedure.


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Appendix 21

This is a sample disciplinary procedure. You are strongly recommended to have such a procedure in place. If your PCC has not already agreed one, you may wish to adopt this model.

A full-sized form can be downloaded as a PDF or Word document from:

<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>



Parish of

Disciplinary Procedure

Purpose and scope
The parish aim is to encourage improvement in individual conduct of paid employees and office holders working on behalf of the parish. This procedure sets out the action which will be taken when disciplinary rules are breached. The disciplinary procedure may follow the investigation of a complaint or a grievance, or the investigation of an allegation of abuse, but must be operated as a separate procedure.

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 the employee or office-holder who is the subject of the disciplinary procedure will have the opportunity to state his or her case; and to be represented, if they wish, at the hearings by a friend, or by a fellow employee.

The subject of the procedure has the right to appeal against any disciplinary penalty.

The procedure

1. Informal action
Cases of minor misconduct or unsatisfactory performance will be dealt with informally. The employee or office-holder will be encouraged to make the necessary improvement and offered additional guidance, support, training and supervision as appropriate. He or 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 is not working. If informal action does not bring about an improvement, or the misconduct or unsatisfactory performance is considered to be too serious to be classed as minor, the matter will be dealt with under the following formal procedure.

2. Stage 1 – written warning
If there is no improvement in standards, or if a further offence occurs, or the offence is such as to warrant it at the outset, the employee or office-holder will be given a WRITTEN WARNING by their line manager or the person responsible for co-ordinating their work, which will include the reason for the warning and a note that, if there is insufficient improvement within the designated timescale (usually no more than six months) a final written warning will be given.

3. Stage 2 – final written warning
If 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 or person co-ordinating the work, making it clear that any recurrence of the offence or other serious misconduct within a period of 12 months will result in dismissal.

4. Stage 3 – dismissal
If there is no satisfactory improvement, or if further serious misconduct occurs, or if the offence is one of Gross Misconduct, the employee or office-holder will normally be DISMISSED from the office they hold. Any decision to dismiss will be taken by a panel of three members appointed by the PCC, who should all be members of the PCC and include either the Incumbent or a Churchwarden.

1

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The panel will receive in advance from the line manager all the documentation relating to the offence under consideration. The documentation will also be made available in advance to the subject of the disciplinary procedure. At the hearing, the panel will hear evidence from the line manager and subsequently from the subject of the hearing; witnesses may be called by both parties. The panel will then form a judgement as to whether the offence is proven on the balance of probability. If so, the panel will then receive evidence as to any previous warning given which has not yet expired. They will then make a decision regarding the dismissal or otherwise of the employee or office-holder.

5. Gross misconduct

Gross misconduct is misconduct so serious that it could justify dismissal without previous warnings and without notice or pay in lieu thereof. If, after investigation, it is confirmed that an employee or office-holder has committed an act of gross misconduct, he/she will normally be dismissed, following the procedure in (4) above. The following is a list of examples of gross misconduct. It is for guidance only and is not exhaustive:

- theft or unauthorised possession of any property or facilities belonging to the parish
- gross insubordination
- gross negligence
- serious damage deliberately sustained to parish property
- deliberate falsification of parish reports, accounts, expense claims or self-certification forms
- bribery or corruption
- refusal to carry out duties or reasonable instructions or to comply with parish policies and procedures
- conduct unbecoming or inappropriate to the office and work
- conduct amounting to deliberate loss of business
- misconduct in relation to the safety of children or adults who may be vulnerable
- serious misconduct as a result of being intoxicated by reason of alcohol or illegal drugs
- violent, dangerous or intimidatory conduct
- sexual, racial or other harassment of a colleague or parishioner
- a criminal offence, which may (whether it is committed in the context of or outside the person's work for the parish) adversely affect the reputation of the parish, the person's suitability for the type of work he/she does, or his/her acceptability to colleagues or parishioners.

6. Suspension

While alleged gross misconduct is being investigated, the employee or office-holder may be suspended, during which time he/she will be paid at his/her normal rate of pay. He/she will be entitled to written reasons for the suspension within three working days of being suspended.

7. Appeals

If the employee or office-holder wishes to appeal against any disciplinary decision, he/she must do so within one week of the decision being conveyed to him/her. The appeal will be heard by a panel of three members nominated by the PCC, not including anyone who has been involved in the process thus far. At least two members of the panel should be PCC members, and one should be either a Churchwarden or the Incumbent.

The second panel will decide the case as impartially as possible. The panel will receive all the documentation from the previous stage of the disciplinary procedure; the documentation will also be made available in advance to both the subject of the disciplinary procedure and the line manager.

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The panel will then hear evidence from the line manager, the subject of the hearing, and witnesses may be called. The panel will then form a judgement and make a decision regarding the dismissal or otherwise of the employee or office-holder.

The panel's decision will be final.

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