

Clergy Terms of Service Guide

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The Diocese of
Canterbury

 THE CHURCH
OF ENGLAND

CLERGY TERMS OF SERVICE GUIDE

Preface

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INTRODUCTION

Following the introduction of the Ecclesiastical Offices (Terms of Service) Measure in 2009, this document has been produced to give general information to clergy on their terms and conditions and practice within the Diocese. The legislation explicitly provides that nothing in the legislation causes those holding office on Common Tenure to be employees.

The material provided in this Guide, whilst it may include some information on matters that are legally binding on clergy, lay ministers and other lay officers and volunteers, should be generally understood as guidance and for information only, unless it explicitly states otherwise. In particular it should not be construed as forming part of any employment contract.

This guidance does not relate to Diocesan employees (whether clergy or lay) as they are not covered by Common Tenure and are issued with contracts of employment.

DISCLAIMER: This is intended to be a helpful guide that makes reference to legal provisions but is not legal advice and should not be relied on as such. Whilst it provides a general overview, it may not be comprehensive and needs to be read in conjunction with the other advice to which it refers.

1. APPOINTMENT AND OFFICEHOLDER STATUS

For all clergy, the historic values of ordained ministry are found in a number of key documents giving details of rights and responsibilities that the ecclesiastical office holder should always have regard for regardless of their form of tenure. They include:

- The Ordinal
- The licence/deed of appointment
- The role description for clergy office holders or a ministerial working agreement for assistant curates in training

In addition it should be noted that all clergy, regardless of their form of tenure, are subject to the provisions contained within:

- The Canons of the Church of England
<http://www.churchofengland.org/media/35588/complete.pdf>
- The Clergy Discipline Measure
<http://www.churchofengland.org/about-us/structure/churchlawlegis/clergydiscipline.aspx>
- The Code of Professional Conduct for the Clergy
<https://www.churchofengland.org/media/1168846/guidelines%20for%20the%20professional%20conduct%20of%20the%20clergy.pdf>
- The current law related to patronage and the appointments procedure - Patronage (Benefice) Measure, 1986
<http://www.churchofengland.org/media/55216/pbm1986.doc>
- Anti-discrimination legislation (apart from the specific exemptions conferred by the Priests (Ordination of Women) Measure, 1993 and the Equality Act 2010), the Church is subject to discrimination legislation in the same way as all other organisations.
- Child Protection & Safeguarding
<http://www.churchofengland.org/media/37405/promotingasafechurch.pdf>
<http://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

Appendix 1 provides distinctions between clergy employees and office holders.

Common tenure appointments

Since January 2011, all new appointments have been on Common Tenure. It applies to both stipendiary and non-stipendiary or self-supporting priests.

Common Tenure identifies rights and responsibilities. For example a right to a Statement of Particulars which relates to the general day to day aspects of an appointment and sets out all rights and responsibilities fully.

Clergy who chose to retain the Freehold:

Clergy who chose to retain the Freehold continue to hold the freehold on all its existing terms. If and when someone moves to another post, they will automatically be under common tenure arrangements

Fixed Term/Time Limited Appointments known as Qualified Common Tenure:

It is the aim of the legislation under Regulation 29 to provide greater security and equality of rights. Fixed term appointments will only be given, therefore, in the following circumstances:

- If the appointment is designated as covering another office holder's absence from office (for example on maternity leave)
- If the appointment is held by an office holder over the retirement age of 70
- If the appointment is designated as a training post
- If the appointment is designated as subject to sponsorship funding (this means all or part of the remuneration package must be funded by a third party and other than the Church Commissioners, a Cathedral or a PCC)
- If the appointment is designated as a probationary office designed to facilitate re-entry into ministry following a period of absence
- If the appointment is created by bishop's mission under the Mission and Pastoral Measure 2011
- Where the post is designated as held in conjunction with another office or employment, which comes to an end
- Where the post is held by someone with limited leave to remain in the UK
- Where an assistant curate who is not in sole or principal charge of the parish in which he or she serves occupies a post which is designated as a Locally Supported Ministry post, the PCC has entered into a legally binding agreement with the DBF to meet all the costs, including stipend, expenses, pension and housing and the office holder, Bishop and PCC have all given their consent in writing, under Section 7A of Regulation 29

Clergy not covered by Common Tenure:

- Those with Permission to Officiate
- Non –stipendiary Readers, Deaconesses and Lay Workers
- Honorary Canons
- Employed Clergy

Statement of Particulars

The Statement of Particulars is a factual statement of the basic terms and conditions of service that apply to the office holder of a particular office.

Under the Ecclesiastical Offices (Terms of Service) Regulations 2009, the Bishop is required to nominate officer(s) to prepare the Statement of Particulars. The nominated officer(s) for this Diocese are the Archdeacons.

All clergy on Common Tenure will be issued a Statement of Particulars within one month of the date from which the office holder took up office or moved onto Common Tenure. The information that must be provided in the Statement of Particulars is set out in the Ecclesiastical Offices (Terms of Service) Regulations 2009. Further information can be found on the Common Tenure website – www.common tenure.org

Role Descriptions

A role description makes good sense and is good practice in a variety of contexts including, recruiting and making appointments, Ministerial Development Review (MDR), grievance and capability.

Canterbury Diocese has introduced role descriptions to all existing clergy and new clergy are expected to complete their role description within 6 months of being in post. Assistant Curates in Training are not expected to have a role description as they have a ministerial working agreement that defines their responsibilities.

Role descriptions are then refined through the MDR process.

2. SAFER RECRUITMENT

The Archdeacons take responsibility for ensuring that all appointment processes follow safe recruitment practices with robust processes.

For guidance on recruitment and the proper employment of staff to PCCs please visit: <https://www.canterburydiocese.org/guidance-forms-and-fees/> and view Employment

3. SAFEGUARDING

Any matters relating to the safeguarding and protection of children and vulnerable adults in our Diocese are taken very seriously and all those who hold a Bishop's Licence to minister in the Diocese are expected to attend Safeguarding Training to help ensure that those in our care are safe and not at risk of abuse. All clergy are required to have a valid Disclosure and Barring Service certificate.

The Diocesan Guidelines on Safeguarding Children and Vulnerable Adults from harm can be accessed here:

<https://www.canterburydiocese.org/media/forms/safeguarding/diocesanguidelines.pdf>

Guidance is also provided attached as appendices for Clergy Handling Complaints, Whistleblowing procedures and Lone Working.

For all Safeguarding questions or concerns, please contact the Safeguarding office on 01227 459401 or visit the website for a wealth of resources including forms, job descriptions and policies:

<https://www.canterburydiocese.org/safeguarding/>

The contact details for the Diocesan Safeguarding Advisers are available on page 20.

4. DIGNITY AT WORK

“The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. Abuse, harassment and bullying, however rare, will not be tolerated in the Diocese. All complaints of abuse, harassment and bullying will be taken seriously and thoroughly investigated” – House of Bishops 2001.

Canterbury Diocese follows the model Dignity at Work Policy produced by the Church of England. The guidance and policy can be found at:

<https://www.churchofengland.org/media/1167938/dignity%20at%20work%20booklet.pdf>

5. LEAVING OFFICE

Giving Notice - Common tenure appointments

You are required to give at least 3 months' notice before resigning your appointment. This period may be waived by agreement between you and the diocesan bishop.

Being removed from Office

Those holding office on Common Tenure will only be able to be removed from office through the discipline or capability procedures, or on the operation of the Mission and Pastoral Measure 2011. If the post is one of the limited categories of fixed or limited term appointments under Regulation 29, it will come to an end at the end of the term.

Retirement

The Open University offers a course on “Planning Retirement” and comments “ten years ahead is not too soon to begin thinking about retirement”. There are also locally arranged courses in some of the major towns of the Diocese, including a course at the University of Kent in Canterbury. Further information on pre-retirement courses / seminars can be obtained from the School of Continuing Education, University of Kent, Canterbury, CT2 7NX. Tel: 01227 764000. A Clergy Retirement Officer is available in each Archdeaconry who will be able to offer help and advice. Their names and addresses are given in the online Diocesan Directory.

For advice and guidance on the pension, please see page 15.

Death (in work or retirement)

The Area Dean should be informed immediately: he/she will inform the Bishop and the Archdeacon. The Diocesan Clergy Widow(er)s' Officers will also help with the practical matters of finance and housing. Their names and addresses can be found in the online Diocesan Directory.

The Diocesan Office will inform the Church Commissioners and through them, the Church of England Pensions Board.

Should a member of the clergy die in office before attaining the age of 65 years, the Diocesan Board of Finance has a life insurance policy from which the Board will provide a lump sum payment (approximately three times an annual stipend).

A widow/er will be entitled to two thirds of their spouse's pension entitlement at the time of his/her death. The Archdeacons can help with arranging this.

For information about pensions, you should consult the Pensions Board which may be able to assist you. Citizens Advice Bureau can also help.

Finding a Home

Inevitably any dependants have to leave the clergy house in due course.

Dependants have a legal right to remain in the house for three months and this period may be extended to give time to find a new home.

The housing of clergy widow/ers whose spouses die in office and who do not have the means to buy a house is the responsibility of the Pensions Board.

The Pensions Board offers a range of schemes whose purpose is to help clergy dependants to live in suitable accommodation of their own choice, either rented or with a mortgage. Discretionary grants from Diocesan House are available for special needs.

Help available for children

The Clergy Orphans Corporation 57B Tufton Street, London SW1P 3QL

The Corporation of the Sons of the Clergy, 1 Dean Trench Street, London SW11 3HB

The Friends of the Clergy Corporation, 27 Medway Street, Westminster, London SW1P 2BD and other charitable bodies offer grants and help for many needs of children's education and training - see also 'Education'. If necessary, the Bishops, the Archdeacons and the Diocesan Secretary will provide assistance with this.

5. STIPEND, GRANTS AND BENEFITS

Stipend

Stipends are calculated in accordance with the method of computing income for augmentation purposes approved by the General Synod and included in the Central Stipend Authority's annual report to the General Synod.

Further information may be found in the booklet 'Your Stipend' a copy of which is available from the Church Commissioners based in Church House, London or via the website: www.common tenure.org

For the purposes of National Insurance only, clergy are treated as being of employed status. Employee contributions are deducted from stipend payments each month alongside 'pay as you earn' tax deductions. Employer's contributions are paid by the diocese.

Additional income arising from the ordinary course of the Office should be declared and will form part of the augmentation (ie will be deducted from the amount financed by DBF). If you have any doubt about what constitutes additional income please consult the Diocesan office.

Grants

The Diocese pays the following grants to clergy:

Removal Expenses

- i) Payment of the actual costs of removal by **Bishop's Move** of clergy taking up a full-time stipendiary post within the diocese (provided that their previous appointment was in an English diocese or, in the case of a first appointment,

that they have taken up the appointment immediately following the completion of their training).

- ii) The amount of any contribution towards the removal expenses incurred by a person whose previous appointment was not in an English diocese or who did not take up their appointment immediately following their training will be determined by the Diocesan Board of Finance in the circumstances of the individual case.

Resettlement Grants

Payment of a grant of **10% of the Full-time Stipend** towards the cost of any necessary alterations to or purchase of furnishings and other expenses incidental to the removal and the cost of setting up home.

First Appointment Grant

Payment of a grant of **10% of the Full-time Stipend** to ordinands taking up their first appointment. This grant contributes towards the cost of robes, books and other expenses.

First Incumbency Grant

Payment of a grant of **10% of the Full-time Stipend** to priests taking up their first incumbency. This grant contributes towards the cost of robes, books and other expenses.

Part Time and Self Supporting Appointments

These grants will be payable towards the above expenses of people taking up part-time or self-supporting appointments as appropriate.

Continuing Ministerial Development Grant

Grants for Continuing Ministerial Development (CMD) are by application.

Guidelines on amounts available and conditions covering grants can be found at:

<https://www.canterburydiocese.org/ministrydevelopment/>

Other sources of financial assistance:

The main clergy charities offering a variety of support and help are:

1. The Corporation of the Sons of the Clergy, 1 Dean Trench Street, London SW1P 3HB
2. The Friends of the Clergy Corporation, 27 Medway Street, London SW1P 2BD

The Sons of the Clergy are also able to assist widows, separated or divorced wives, and dependent children. They also assist with education grants for clergy children. It is recommended that applications for education grants be made at least two clear terms before the grant is needed. The Friends of the Clergy offers a wide range of assistance to clergy, widows and to the retired and grant applications can be made for the following:

- certain housing expenses of retired clergy;
- nursing home fees;
- child maintenance for widows, divorced wives;
- bereavement expenses;

- removals and resettlement grants where ordinary diocesan grants are not available;
- sabbaticals.

It is suggested that you inform the Archdeacon before making any grant application to cover indebtedness.

Benefits

Occupational Health

Referrals to the local NHS Trust or InterHealth can be made for medical advice in the event of ill health. Details can be obtained from the HR Manager.

Professional Counselling

The Diocese gives assistance with the financing of counselling sessions for clergy, ordinands and their families. Details can be obtained from Janet Bates, Consultant in Pastoral Care and Counselling on 01795 886276 (with confidential answerphone facility).

Car Loans

Car loans for stipendiary ministers are available from the Church Commissioners. Details of the scheme and application forms are available from the Diocesan Office. Repayments are made monthly by means of an automatic deduction from the stipend paid via the Church Commissioners.

Childcare Vouchers

Details of the scheme operated via Clergy Payroll whereby clergy can take childcare vouchers in lieu of stipend (with reduced statutory deductions) can be accessed via the following link:

<https://www.churchofengland.org/clergy-office-holders/clergypay/childcare.aspx>

Churches Mutual Credit Union (CMCU)

CMCU arose out of a consultation among Church of England clergy on pensions and retirement housing. It was noted clergy, who live for the most part on fixed but modest income, needed a means for tax efficient saving and cost effective form of credit in order to save for retirement and smooth out the peaks and troughs of expenditure. The credit union model was recognised as an ideal solution. CMCU's development coincided with the financial crisis which gave it added urgency and led to it becoming an ecumenical project as churches sought to work together to model an alternative form of personal finance.

Information can be found at:

<http://cmcu.org.uk/>

Family Leave

Stipendiary office holders are entitled to statutory maternity, paternity and adoption pay in the same way as employees, by virtue of their payment of National Insurance contributions. This applies to office holders on freehold and common tenure.

For further details of Family Leave (including Shared Parental Leave and Time Off for Dependants) please contact the Human Resources Manager on 01227 459401 who can share a Clergy Family Leave pack.

Well-being

Clergy are encouraged to develop and maintain a good work-life balance. Ordained ministry is demanding – physically, emotionally, mentally and spiritually. No priest can ever “switch off” his or her vocation and calling to serve Christ. However periods of rest, refreshment and time off are important and should be taken. (See section 10).

The Reverend Sarah Chapman, Diocesan Healing and Wholeness Adviser is available to provide support. The Living Well is the Canterbury Diocesan Centre for Healing and Wholeness. It is based at Nonington, near Canterbury
<http://d2083636.u299.pipeten.co.uk/>

6. PAROCHIAL FEES

The National Church has agreed that from January 2013, the Fees that were previously payable towards the stipend of Incumbent are now the legal property of the Diocesan Board of Finance (DBF). In turn, the DBF have agreed these fees will no longer be automatically returned to the parishes. Rather the DBF will use these fees to:

1. Pay for the ministry offered by retired clergy and other non-stipendiary ministers (lay and ordained)
2. Recompense parishes whose income from these fees in the past was significant
3. Contribute to a grant pool to support mission posts across the Diocese.

It will be inappropriate for Funeral Directors to make cheques payable to any individual; it must be to either the PCC or the DBF.

Non-stipendiary Ministers and Readers do not receive fees, but should be fully reimbursed for travelling expenses and all reasonable working expenses.

If you have any queries about parochial fees, please contact the Diocesan Director of Finance.

The current level of fees can be found at:

<http://www.churchofengland.org/weddings-baptisms-funerals/fees.aspx>

7. EXPENSES

Parishes are responsible for the reimbursement of the proper parochial expenses incurred on their behalf by their parochial clergy and other licensed and accredited staff. These sums do not form part of the stipend calculation but the level of diocesan stipend pre-supposes full reimbursement of these expenses. The booklet entitled ‘The Parochial Expenses of the Clergy’ issued by the Central Stipends Authority is a useful guide and can be accessed via the Church of England website www.cofe.anglican.org/info/clergypay). The matters covered by the booklet include: Postage and Stationery; Telephone; Secretarial Assistance; Office Equipment; Maintenance of Robes; Hospitality; Travel - Car and Public Transport; Books; Use of Study - Help with Replacement Furnishings.

Up to date rates for fees and travelling expenses will be sent to parishes by the Diocesan office as and when these are revised, normally annually.

The Archdeacons are available to give advice or to help in matters of interpretation. Some parochial clergy bear at their own wish a proportion of parochial working expenses, and in fact allowance is made for this on the Church Commissioners’ Income Return. Despite this, it is recommended that rather than forego some reimbursement, clergy should charge their expenses in full and then make a contribution to parochial funds so as to ensure that the parish is aware of the full extent of its liability. Furthermore it will ensure that

misunderstandings as to the correct level of expenses do not occur upon change of the Minister.

8. HOUSING

Those Office holders provided with a house of residence for the better performance of their duties, need to be aware of both their rights and responsibilities. These are detailed in the Repair of Benefice Buildings Measure 1972 and other legislation but may be summarised as follows:

The housing provider is responsible for the provision and maintenance of the clergy home, together with the payment of buildings, insurance premiums and Council Tax.

Internal decorations, insurance of contents and TV aerials, and liability in respect of third parties, are the responsibility of the occupants.

There is an expectation that occupants will maintain the house and garden and keep them in reasonable order.

Non-parochial stipendiary clergy

These priests may be paid a stipend and provided with a house owned by the Diocese in which case the conditions would be as for clergy houses; alternatively, the clergy person will receive a housing allowance and the house is entirely his / her own responsibility.

Non stipendiary clergy

The Diocese has no responsibility for the housing of non-stipendiary clergy.

9. MINISTERIAL DEVELOPMENT REVIEW

Purpose

The *Ministerial Development Review Guidance (approved by Archbishops' Council, January 2010)* describes the purpose of MDR as follows:

'MDR facilitates a guided discussion framed around an office holder's ministry. The purpose of the review is to look back and reflect on what has happened over the last year or two of ministry and, informed by that, to look forward to plan, anticipate and develop a clearer vision for what lies ahead. In looking back there is an opportunity to acknowledge all there is to be thankful for and anything that is a matter for lament, and in looking forward to anticipate the changing demands of the role, identify future objectives and areas for potential development.'

MDR is founded in the assumption that all office holders are responsible to God for the ministry entrusted to them and that they are accountable to the Church and to one another for the way in which it is exercised. Ministry is a gift and a trust for which each individual holds account. Accountability includes a preparedness to grow and develop on the basis of experience and the learning gained from it. It is about affirmation and encouragement as well as challenge.'

Requirement to participate

All clergy holding their office under Common Tenure will be required to participate in MDR.

Clergy with freehold are offered the opportunity to undertake regularly a Ministerial Development Review.

Framework

The principles on which the Bishop of Dover's MDR scheme are based, draw on existing practice in the diocese and they have been revised to comply with the Clergy Terms of Service legislation as below:

- MDR is episcopally led. However, the Bishop may delegate to others some responsibility for undertaking this task and the review will be normally be overseen by the Ministerial Development Officer and undertaken by Consultant Reviewers and the office holder's Archdeacon on 18 month cycles. For all licensed clergy there will be an additional review by the Bishop once every 3 years.
- Clergy in their title post are subject to review and assessment as part of their initial training and will not participate in the standard diocesan MDR process.
- MDR must take place at least once every two years.
- A Personal Development Plan is written as a result of the MDR and this must be agreed and signed by the office holder and a copy given to him/her.
- As part of the review, comment will be sought from those with and amongst whom clergy exercise their ministry, normally through written feedback from six representative persons having direct knowledge and experience of the reviewee's ministry.
- On-going development needs will be identified as part of the MDR and recorded on the Personal Development Plan.
- Copies of the Personal Development Plan completed at the end of the review will be held by the reviewee, Ministry Development Officer, Bishop and Archdeacon. All other notes generated for and in the review are to be destroyed.

Process

The core stages of the MDR process are:

1. Contextual Questionnaire – before the review the office holder will identify six 'co-workers', those who work with and can offer constructive feedback on the minister's ministry, and advise the office of the Ministry Development Officer the contact details (preferably email addresses) of these people. It would be most helpful if three of these co-workers hold formal posts related to the office holder (e.g. Church Warden, PCC Secretary, PCC Treasurer, PCC member, School Governor, Area Dean, Line Manager, ordained colleague, Direct Report), and three others are chosen by the minister as ones who can offer feedback as critical friends. The co-workers complete the questionnaire online and anonymously and an edited digest of the feedback from all co-workers is forwarded to the office holder and the Consultant Reviewer. The office holder also completes the same questionnaire, forwards it to the office of the Ministry Development Officer, and this is forwarded to the Consultant Reviewer. The edited digest from the co-workers and the office holder's questionnaire forms the basis of the review.
2. Preparation - the office holder will be notified that a review is approaching and the Consultant Reviewer that is assigned for the review. In the second cycle the Archdeacon's office will notify the officer holder of the Archidiaconal review. The bishop's office will do likewise for the meeting with the bishop. The office holder will review his/her Role Description and forward this to the Consultant Reviewer and Archdeacon before the respective reviews and if it needs updating then this is to be addressed as part of the review. It is expected the office holder will identify their previous developmental objectives in the light of their present and future ministry.
3. Review – the reviewer will guide the office holder but it is expected that the office holder will do the majority of the talking. The substance of the review is confidential. A Personal Development Plan will be composed identifying two or three objectives to be worked on over the next period of ministry. A copy of this will be sent to the Ministry

Development Officer, the bishop and archdeacon. The Personal Development Plan is the sole record kept from the review.

10. CONTINUING MINISTERIAL EDUCATION

Background

Regular, focused and well-resourced in-service training is essential for the continuing personal and professional development of the Church's ministers.

The Clergy Terms of Service Regulations require that bishops ensure, as far as possible, that every office holder is afforded opportunities to participate in such education or training as is appropriate to their ministerial development. The Regulations also require office holders to participate in arrangements that are made for their continuing education.

Principles

Current recommendations (2009) from the Archbishop's Council Ministry Division about CMD include:

- An emphasis on specific provision for those at transitional points in ministry;
- Ensuring that learning opportunities are linked to the outcomes of ministerial development reviews;
- Relating training provision for clergy's current and future development to the diocese's strategic mission priorities;
- An appropriate balance between mandatory and discretionary training events.

CMD is available to all who hold the Bishop's Licence up to the age of retirement.

Range of opportunities

The range of CMD opportunities may include:

Bishop's general training days;
Diocesan conferences;
Courses and training events arranged by the diocese;
Attendance at training events arranged by external agencies;
Extended study leave;
Courses leading to Higher Education qualifications;
Individually customised training programmes related to MDR outcomes

Clergy completing their initial training, following ordination, (IME years 4 – 7) are required to participate in a development programme specifically targeted at their needs, to supplement the training support given by their incumbents.

Process

For those in initial training (IME 4 – 7):

Information about the annual training programme will be provided by the diocese, to trainees and their incumbents. Advice will be given about the creation of portfolio records of training, to assist with the process of quality assurance and assessment prior to the completion of title curacies.

For clergy in continuing ministerial development:

A record of developmental needs identified during MDR will be forwarded to the Head of Mission and Discipleship, to initiate discussion about how to access appropriate sources of training.

11. REST PERIODS, ANNUAL LEAVE AND TIME OFF

Leave

Clergy as office holders are responsible for planning their working lives and ensuring that sufficient time is allowed for holiday and rest. Clergy are encouraged by the Bishop and Archdeacons to take regular holiday breaks for the benefit of their health. It should, therefore, be normal custom for clergy to have a day off each week, and to take 36 days holiday each year, plus the usual Bank and Public holidays. This will be pro-rata for part-time clergy or if starting or leaving part way through the leave year.

Clergy are encouraged to discuss and coordinate their holiday plans and days off with fellow clergy in the parish, team or chapter and to plan holiday absence well in advance so that proper provision for cover can be organised. It is their responsibility to organise cover for periods of absence from the parish.

The Bishop will welcome consultation with any minister who is unable to take a holiday on financial grounds.

It is important that the Church Warden/s are notified when annual leave is being taken so that records may be kept to show that the Diocese is meeting its duty of care and suitable arrangements can be made for cover.

Where there is uncertainty about the appropriateness of clergy having time away from the parish this should be resolved with the involvement of the Area Dean in the first instance.

Calculating Annual leave

The full time annual leave entitlement is 36 days per year which runs from 1 January – 31st December.

For someone **joining/leaving part way through the Leave Year**, the formula is:

$36 \div 12 \times$ the number of months still/left to work between 1 Jan – 31st Dec = leave entitlement.

Part Time Annual Leave Calculation:

The formula is:

36 (Full time holiday entitlement) $\div 6$ (days in working week) \times Number of Days worked = Part Time holiday entitlement in days

1. Worked example for a House for Duty Priest:

$36 \div 6 \times 3 = 18$ days holiday

2. Worked example for someone who works 2 days per week:

$36 \div 6 \times 2 = 12$ days holiday.

It is important to note that for example 2 above, this part time stipendiary Priest would only use 4 days holiday in order to take 2 weeks off because they only work 2 days per week.

Therefore all those on common tenure appointments whether full or part time receive the equivalent of 6 weeks holiday.

Public and Bank Holidays

There is usually a total of 8 Public or Bank Holidays per leave year. These are:

New Years Day
Good Friday
Easter Monday
May Bank Holiday
Spring Bank Holiday (usually end of May)
Summer Bank Holiday (usually end of August)
Christmas Day
Boxing Day

Special leave

The Bishop or Archdeacons may also grant an additional period of special leave, of usually no more than 10 days, in particular circumstances. Special leave is designed to support clergy when emergencies arise – particularly those related to children or dependents.

A dependent is defined as the partner, child, or parent, or someone who lives with the office-holder as part of their family. In cases of illness, injury or where care arrangements break down, a dependent may also be someone who can reasonably be said to rely on the office holder for assistance; for instance a parent or grandparent who lives elsewhere but who relies on the office holder for assistance.

The Diocese recognises that circumstances and the nature of relationships vary. Each case will be assessed individually and will be considered on its merits.

Time off for public duties

Clergy are entitled to spend some time on public duties but this must be discussed with the Bishop or Archdeacon. Public duties are defined as:

- a). any work done for a public authority including membership of a court or a tribunal, or for a charity within the meaning of the Charities Act 2006 or a registered friendly society and;
- b). any work done in connection with the activities of an independent trade union representing office holders of a description which includes the person in question.

In circumstances where compensation is available for loss of income when undertaking public duties, the office holder should claim from the appropriate body and notify the Diocese so an appropriate reduction can be made to the stipend.

Jury Service

On receipt of notice of jury service, you should inform the Archdeacon and Diocesan Secretary.

You are expected to claim the attendance allowance and that allowance will then be deducted from your stipend.

12. FAMILY LEAVE

Maternity, Paternity, Shared Parental and Adoption leave

Clergy are entitled as appropriate to maternity, paternity, shared parental and adoption leave, all as specified in Regulation 23 and the Ecclesiastical Offices (Terms of Service) Directions [2010] and time off to receive ante-natal care as specified in Regulation 25.

You are entitled to request time off, or adjustments to the duties of the office, to care for dependants in accordance with the Ecclesiastical Offices (Terms of Service) Directions [2010].

Please see the advice produced by the Archbishop's Council on the Diocesan website or contact the Diocesan Human Resources Manager at Diocesan House for a copy of the Family Leave pack.

13. SICKNESS

All clergy will be supported through the stages of short, medium, longer term sickness and in critical illness. The Diocese is committed to clergy wellbeing and clergy are encouraged to take the necessary rest and recuperation time required to recover from ill health.

All clergy, unable to perform their duties because of sickness, are entitled to Statutory Sick Pay. Stipend will be paid according to SSP rules (full stipend for 26 weeks) as long as the following requirements are met:

- to inform the officer of the diocese designated for this purpose if you are unable to perform the duties of your office because of illness for any period of one day or more;
- to provide a medical certificate for absence of more than 7 days.

Whether you are stipendiary or not, you are required to use all reasonable efforts to make arrangements for the duties of your office to be performed by another person during any absence because of illness – which may, where appropriate, consist of notifying a responsible person or authority of the absence.

The Diocesan Occupational Health arrangements allow individuals to meet with a Nurse or Physician. Occupational Health advice focuses on how the individual's medical condition impacts on their ability to fulfil their role and what reasonable adjustments might be made to facilitate a return to full capacity. The Occupational Health professional will look at the nature of the work, workload, pressures and priorities and give their advice on what is realistic and what is not advisable. It is usual that more than one OH appointment will be made so that the OH Physician can help the individual track progress and increase workload gradually and so return to their full duties.

The Archdeacon/Diocese will maintain reasonable contact with clergy who are off sick.

Common Tenure appointments

The rights and responsibilities related to sickness absence are set out at Regulation 27 and, in addition to the details above, include the following points:

- All reasonable endeavours should be made to ensure that the duties of the office are performed by another person during a period of absence.
- If the time off is protracted, the Bishop or Archdeacon may make other arrangements for the discharge of these duties.
- Payment of stipend after entitlement to Statutory Sick Pay has expired is conditional on the agreement of the Bishop (or his representative) and on guidance from the Archbishops' Council.
- If the bishop has reasonable grounds for concern about the office holder's physical or mental health he may direct that the office holder undergo a medical examination by a mutually agreed medical practitioner and he may, in serious cases, need to instigate the capability procedure

14. PENSION

The service of stipendiary clergy is pensionable within the Clergy Pensions Scheme.

Non stipendiary clergy are not covered by the Clergy Pensions Scheme.

If you retire at normal pensionable age and you have acquired full time pensionable service in the Church of England, you will get a full pension. If, when you retire you have less than full pensionable service, your pension and lump sum will be reduced appropriately. Pensions are linked to the national minimum stipend for incumbents and are reviewed annually by the Church of England Pensions Board taking effect from 1 April.

Under the Ecclesiastical Office (Age Limit) Measure 1975 clergy automatically vacate office on the day they attain the age of 70 (if they have not voluntarily retired earlier). With effect from 1 January 1992, all new entrants to the clergy pension's scheme have a minimum normal pension age of 65. In 2010, clergy pension arrangements were reviewed and from 1st January 2011 the retirement age increased to 68. For further details of the Pension Scheme see the Pensions Board webpage at:

<http://www.churchofengland.org/clergy-office-holders/pensions-and-housing/pensions/ceps.aspx>

Clergy may retire earlier on a Clergy Pension within 5 years of normal retirement age.

Early Retirement through Ill Health

You may be eligible to receive an ill-health pension if you are unable to continue your ministry or undertake any other remunerated work as a result of illness or disability and your illness or disability is likely to be permanent. An ill-health pension can be paid at any age.

If you apply for an ill-health pension, the Board would normally expect you to have consulted your diocese or employer and to have cooperated with any occupational health assistance offered. Your bishop or employer will be invited to comment on your application. The Board will also obtain a report from your GP or other medical practitioner as appropriate and refer the case to its own medical adviser who will make a recommendation as to whether the conditions for ill-health retirement are satisfied.

The benefits are payable with effect from the day following your retirement and the lump sum is usually paid at the same time. If you have already left service when you apply, the benefits are normally payable with effect from the first day of the month following that in which the application is received.

The pension is payable for life provided you remain unable to resume paid employment. The Board may require evidence of this from time to time. If you retire but your health improves and you then resume some paid employment before your normal pension age, your pension may be reduced. The reduction would apply until your normal pension age and would be such amount as necessary so that your earnings plus pension do not exceed the current National Minimum Stipend plus an allowance for housing costs where no tied accommodation is provided.

If you are able to resume full time employment, your pension will cease and your benefits will be preserved in the Scheme until you retire again. If your appointment is pensionable, you would be able to re-join the Scheme at this point.

Further guidance is provided:

https://www.churchofengland.org/media/1722433/2015_clergy_booklet_v_1.1.pdf

Additional Voluntary Pensions Contributions

It is possible to buy an increased pension by making additional voluntary contributions for this purpose. For further advice please visit:

<https://www.churchofengland.org/about-us/structure/cepb/pensions/church-of-england-pensions-scheme/clergy-avcs.aspx>

Retirement Housing

The present Pensions Board Scheme understands that retirement poses significant housing challenges for our clergy - above and beyond those that other pensioners may experience. To help with this, they offer modest and affordable retirement housing to those who need their help, through the Church's Housing Assistance for the Retired Ministry (CHARM) Schemes. They offer four types of housing (1) Shared Ownership, (2) Rental, (3) Supported Housing and (4) Care Home. Each option has its own eligibility criteria, including minimum type and length of service requirements. The Pensions Board will advise which is the more appropriate scheme for you in the light of your capital and expected income.

For details please visit: <http://www.churchofengland.org/clergy-office-holders/pensions-and-housing/pensions/ceps.aspx> and download the "Your Guide to Retirement Housing" booklet.

The Pensions Department is responsible for the administration of the schemes and can be contacted as follows:

Email: pensions@cepb.c-of-e.org.uk

Tel. 0207 898 1800

15. DISCIPLINARY PROCEDURES

The Clergy Discipline Measure 2003 (that came into effect in 2006) provides a structure for dealing efficiently and fairly with formal complaints of misconduct against members of the clergy. All admitted to holy orders in the Church of England are covered by the Measure, whether or not in active ministry.

More details are available on-line at: www.cofe.anglican.org under: The disciplinary process.

16. CAPABILITY PROCEDURE

As part of common tenure, a procedure for dealing with capability issues was introduced. The main objective of the capability procedure is to help office holders, whose performance falls below an acceptable minimum standard, to improve in a fair and just way.

There is a Code of Practice issued by The Archbishop's Council and copies of this code and the supporting advice issued alongside it can be obtained from the Diocesan office or from www.common tenure.org.

17. GRIEVANCE PROCEDURE

Common Tenure appointments

Common tenure also introduced a new procedure for dealing with the grievances of the clergy who hold office under the Measure. The objective of the grievance procedure (as detailed in the Code of Practice issued by the Archbishop's Council) is to deal with such complaints promptly, fairly and consistently with a focus on mediation and conciliation wherever possible.

Details of this procedure can be accessed at www.common tenure.org

18. RESPONDENT IN EMPLOYMENT TRIBUNAL PROCEEDINGS

It is anticipated that any dispute or grievance will be resolved internally within the Diocese before an office holder makes an application to an Employment Tribunal.

Canterbury Diocese provides many points of contact for informal support in addition to your Archdeacon, Bishop and Diocesan Secretary. These include your Area Dean, Archdeacon, MDR Reviewer, Counselling service, Human Resources Manager.

The recognised Union for the clergy is Unite. You can contact Unite via www.uniteunion.com. You have the right to be accompanied by either a trade union representative or colleague at any formal meetings under the procedures.

The respondent in the event of any proceedings will be the Canterbury Diocesan Board of Finance. Information is available at: www.gov.uk.

21. USEFUL TELEPHONE NUMBERS

Diocesan House
01227 459401
reception@diocant.org

The Right Reverend Trevor Willmott (office)
01227 459382
trevor.willmott@bishcant.org

Anne Neal
PA to the Bishop of Dover
01227 459382
aneal@diocant.org

Sue Bowles
PA to the Bishop of Dover
01227 459382
sbowles@diocant.org

The Venerable Stephen Taylor
Archdeacon of Maidstone and Joint Acting Archdeacon of Canterbury
01622 200221
staylor@archdeacmaid.org

Sari Bishop
PA to the Archdeacon of Maidstone
01622 200221
sbishop@archdeacmaid.org

The Venerable Philip Down
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01233 712649

pdown@archdeacashford.org

Louise Mills
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01233 840291
lmills@archdeacashford.org

Jo Manser
PA to the Archdeacon of Canterbury
01227 865238
adcpa@canterbury-cathedral.org

Janet Bates
Diocesan Consultant in Pastoral Care and Counseling
01795 886276
dedicated line with confidential answerphone
or
01227 459401
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Peter Ingrams
Local Ministries & Growth Advisor
01227 459401
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Liz Mullins
Stewardship Advisor
01227 459401
lmullins@diocant.org

Sarah Marsden
Human Resources Manager
01227 459401
smarsden@diocant.org

Pensions Board
020-7898-1800
enquiries@cepb.c-of-e.org.uk

Diocesan Safeguarding Advisers

Elaine Rose
01233 720930 / 07831 860218
E-mail: elainerose1966@gmail.com

Paul Brightwell
01732 384734 / 07398 009951
E-mail: paulbrightwellbss@gmail.com

Lesley Weaver (Assistant with responsibility for training)
07971 626567
E-mail: lweaver@diocant.org

Safeguarding Office
Sheila Rooke
Safeguarding Administrative Team Leader
01227 459401
srooke@diocant.org

Appendix 1 Advice & Support available from the Diocesan Frameworks

Within the Diocese we have a huge amount of resources, knowledge and experience to share with clergy and parishes all accessed through the main switchboard number of 01227 459401. Useful Contacts are also listed from page 17.

- ✓ **Children, Schools and Young People Framework (CSY)**
How we support Church of England schools, governors, buildings, our work in schools with chaplaincy, RE, personal development, formal admissions policies, youth work, resources for schools. Aquila the Diocesan Multi academy Trust
- ✓ **Local Church Development (LCD)** “Releasing all the ministry you can get your hands on.” Working locally with churches through deaneries – facilitating change, training, coaching and networking. Support to parishes on Stewardship, mission grants and fund raising campaigns
- ✓ **Licensed Ministries Framework (LMF)**
Supporting and developing ordained and lay ministries across the church, advice, guidance, support and development.
- ✓ **Communities & Partnerships (C&P)**
Supports and develops a presence in every community across Kent so that different people, interest groups and organisations join together, to work in partnership for the enhancement of the community.
- ✓ **Resources, Management & Compliance (RMC)**
Finance – parish share, treasurers information, stipend and payroll advice.
Communications – looking at how and what messages churches communicate.
Human Resources – new clergy appointments, advice and guidance for parishes who are employers, working through legal minefields and sharing good practice.
Safeguarding – the diocese offers robust policies and practices to ensure the safeguarding of children and adults at risk/vulnerable. Church Buildings and Property – vicarages and rectories and land/development.

Appendix 2

Archbishop Council's Guidance on the Distinction between Clergy Employees and Office Holders

The following distinctions between clergy employees and office holders should be borne in mind.

- a. Whilst employers can direct their employees to carry out their instructions, bishops may not dictate to clergy office holders how they should carry out their duties, although they may instruct a cleric who is not complying with a canonical requirement that he or she must do so.
- b. There is no legal requirement on clergy office holders to report leave (other than absence because of illness) or to obtain permission for absence – but there is a requirement on them to arrange for duties of the office to be carried out in their absence. However, it is a matter for the incumbent or priest in charge to determine to whom he or she wishes to delegate his or her duties (provided that it is to someone licensed or admitted to a benefice by the bishop).
- c. Health and safety at work – the bishop has a duty of care but not the legal liabilities of an employer as he or she cannot require clergy to work in a way that complies with the Health and Safety at Work legislation.
- d. Offices cannot be shared in the way that employment can.
- e. Statutory redundancy provisions do not apply to parochial clergy, who can apply for compensation for financial loss arising from loss of office resulting from pastoral reorganisation in accordance with schedule 4 of the Mission and Pastoral Measure, and cannot otherwise be removed from their office except in accordance with the Clergy Discipline Measure or following the Capability Procedure.
- f. Office holders can only make a claim to an Employment Tribunal after loss of office following the capability procedure (and this applies only to those on common tenure). The right to request adjustments to the way clergy carry out the duties of their office only applies where it is to look after dependants (employees can request flexible working for any reason whatsoever). On the other hand, parish ministry is inherently quite flexible and there will be less need to request adjustments in the first place, so this is less of a distinction than it may at first appear.
- g. Where an office is for a fixed period, it can be renewed indefinitely and does not become permanent after 4 years in the way that employment does. (However, from 1 November 2015 there will be an exception to this: a fixed term office that has been designated as an interim post, may only be renewed once.) A cleric on a fixed term whose office has come to an end would need to persuade an Employment Tribunal that he or she was employed – something which would not be easy following the Sharpe Judgement - before the Tribunal would be able to consider any claim that he or she had been unfairly dismissed.
- h. The Equality Act does not apply to all clergy offices, although it does apply to public offices (Crown dignitaries and incumbents of Crown livings) and personal offices (stipendiary curates). There is also the issue, which is currently the subject of litigation, of whether a bishop is a “qualification body” within the meaning of the Equality Act in relation to the function of granting licences to clergy. It is recommended that, in making clergy appointments of all kinds, all involved act as though the Equality Act applied to all clergy appointments.

Appendix 3

Clergy Whistleblowing Policy

To fulfil their commitment to safeguard and promote the welfare of children, all organisations that provide services for, or work with, children are required to have appropriate whistle-blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.

The Diocese of Canterbury is committed to ensuring issues about safeguarding and promoting the welfare of children extends to vulnerable adults.

Whistle-blowing may also apply to situations of unacceptable practice, performance or behaviour in situations unrelated to children or adults who may be vulnerable, and these same principles can be applied.

The Public Interest Disclosure Act 1998 gives workers legal protection against being dismissed or penalised as a result of publicly disclosing certain serious concerns. Whilst the Act does not provide the same protection for office holders or volunteers, the Diocese and all churches should adopt the same approach in their protection.

Members of a congregation should be encouraged to acknowledge their individual responsibility to bring matters of unacceptable practice, performance or behaviour to the attention of the incumbent, churchwarden, Parish Safeguarding Officer or a member of the PCC.

It is often the case that a co-worker or co-voluntary worker may be the first to recognise that something is wrong but may not feel able to express concerns, feeling that this would be disloyal; he or she may fear harassment or victimisation. These feelings, however, natural, **must never result in a child or adult who may be vulnerable continuing to be unnecessarily at risk.**

Reasons for whistle-blowing:

- To prevent the problem worsening or widening
- To protect or reduce risks to others
- To prevent becoming implicated oneself.

What stops people from whistle-blowing:

- Starting a chain of events which spirals out of control
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers or reputations
- Fear of not being believed.

How to raise a concern:

- Concerns, suspicions or uneasiness about practice or behaviour of an individual should be voiced as soon as possible
- Be specific about what practice is concerning, what has been heard or what has been observed

- Inform the incumbent, churchwarden or Parish Safeguarding Officer who will seek advice from the Diocesan Safeguarding Adviser/s
- If the concern is about a member of the clergy, contact the Archdeacon or the Diocesan Safeguarding Adviser/s
- If the concern is about a senior member of the clergy, contact the Diocesan Secretary or Diocesan Safeguarding Adviser/s
- If the concern is about the Diocesan Safeguarding Adviser/s, contact the Diocesan Secretary
- If the concern is about the Diocesan Secretary, contact the Diocesan Safeguarding Adviser/s.
- Ideally put concerns in writing, outlining the background and history, and providing dates and times
- Provide as many facts as possible; do not rely on rumour or opinion

Raising a Concern:

You are encouraged to put your name to any disclosure; however, any concern raised anonymously should be considered at the discretion of the Diocese, taking into account the seriousness of the issue raised, the credibility of the concern and the likelihood of confirming the allegation from attributable sources.

What happens next:

**This may overlap with existing policies – seek advice*

- If the concern about practice, performance or behaviour relates to safeguarding children or adults who may be vulnerable, it should be investigated according to the procedures for allegations
- If the concern does not relate to safeguarding children or adults who may be vulnerable, it should be investigated according to complaints and grievance procedures
- The whistle-blower is not expected to prove the truth of a concern or investigate it
- Within the bounds of confidentiality, the whistle-blower should be given as much information as possible on the nature and progress of any enquiries
- The incumbent or churchwarden should ensure that the whistle-blower is not harassed or victimised
- In the event of the concern being about the incumbent, the archdeacon should ensure that the whistle-blower is not harassed or victimised
- No action will be taken against a whistle-blower if the concern proves to be unfounded and was raised in good faith
- Malicious allegations from a whistle-blower will be considered very seriously and may result in disciplinary action in the case of a paid employee or office holder.

Appendix 4

Clergy Complaints Handling

Clergy may from time to time be the direct recipients of complaints, grievances or allegations. These may be made directly from a victim, or you may receive second or third hand information from members of the congregation.

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. Verbal complaints should be taken as seriously as written complaints and should enable a complaint to be nipped in the bud.

When the complaint is made by someone who is employed within the parish (they may be paid or unpaid), this is usually referred to as a grievance and a Parish/PCC Employment Grievance procedure would usually apply.¹ If PCC's need advice about resolving employment disputes they may like to contact the Diocesan HR Manager².

A complaint or grievance may include an allegation that a person has behaved in an unacceptable way. If the behaviour or concern relates to the safety of children or vulnerable adults, the approach must be as set out in the following policy.

Safeguarding issues and complaints that respond to children or vulnerable adults:

You are strongly encouraged to contact the Diocesan Safeguarding Adviser/s on any concern raised about safeguarding, for advice on what action you should take. If 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, you must respond using the Diocesan procedures for handling such allegations.

You should make contact with the Diocesan Safeguarding Adviser/s without delay, and before taking action. The Diocesan Safeguarding Adviser will then implement the Diocesan procedure for allegations in co-operation with your parish, the bishop and the archdeacon.

Contact details for the Diocesan Safeguarding Advisers are on page 20.

Complaints or grievances raised which do not relate to children or vulnerable adults should be dealt with at parish level and ideally informally, speedily and fairly by discussion, problem solving, mediation and negotiation. Problems should therefore be brought directly to the person(s) deemed responsible for the area of dissatisfaction or disquiet, and will hopefully be resolved in this way. If, however, after this problem-solving stage, complaints or grievances remain unresolved, more formal action may be needed.

Complaints and grievances against clergy, licensed ministers and Readers are not handled by the parish, and should be addressed to the Archdeacon or the Bishop.

Guidelines for handling complaints, grievances and allegations

- Treat seriously all complaints, grievances and allegations, even verbal
- Don't delay in making a response – but stay calm
- Ask yourself if anyone may have been harmed or be at risk of harm, on the information you have been given – and if so, follow safeguarding procedures

¹ ACAS Discipline and Grievance Code of Practice

² A template Grievance Procedure for PCCs can be obtained from the Diocesan HR Manager

- Check your Safeguarding policy and procedures – refer to and follow the appropriate sections
- Decide who you need to tell – for instance your incumbent, the Parish Safeguarding Officer, the Diocesan Safeguarding Adviser, your Archdeacon
- Follow advice
- **If the matter is serious, don't undertake your own investigation – take advice first**
- Consider oversight of managing risks – could you make organisational or structural changes to reduce risks?
- Keep well-documented records of all conversations, correspondence, phone calls etc.
- Don't make assumptions, take sides, gossip or pass information to anyone who doesn't need to know or shouldn't know (this may include at this stage the alleged perpetrator, and also your spouse or partner)
- Do your best to remain publicly objective and impartial in all your conversations and dealings with the matter – whatever you may be feeling inside
- Don't talk to the press! –Contact the Diocesan Director of Communications for advice.

Appendix 6

Lone Working Policy for those working for the Church

Lone working is an everyday and essential practice for clergy and church workers. Including youth and children workers, parish administrators and parish visitors.

Home working, working alone in an office, work travel and working at remote locations, such as home visits could all constitute lone working. The aim of this policy is to help everyone think how to undertake lone working safely.

One to one contact with individuals in the context of pastoral care should be properly planned and any risks considered and recorded effectively. It is essential in pastoral care to acknowledge appropriate physical, sexual, emotional and psychological boundaries.

Planning lone working: considerations for risk assessment

- Is lone working necessary? Can confidentiality be assured with other people within reach.
- Assess any foreseeable risks – for example is there glass in the office door so that all callers can be seen before the door is opened? Does the youth group finish at the same time as the local pub? Does the cleaner work late at night and needs to use an un-lit passageway to get home?
- Who will be involved? And who else should know about it?
- When and where will it take place? Avoid making arrangements which could be misinterpreted.
- Is there a risk of violence? A good working definition of violence is: *Any behaviour which produces damaging or hurtful effects, physically or mentally, on people.*
- Are there any increased risks to the particular worker?
- Are there any known medical or other factors which could make either party more vulnerable?
- Are the locations accessible – if not, is it suitable to be carried out by only one person?

Control measures

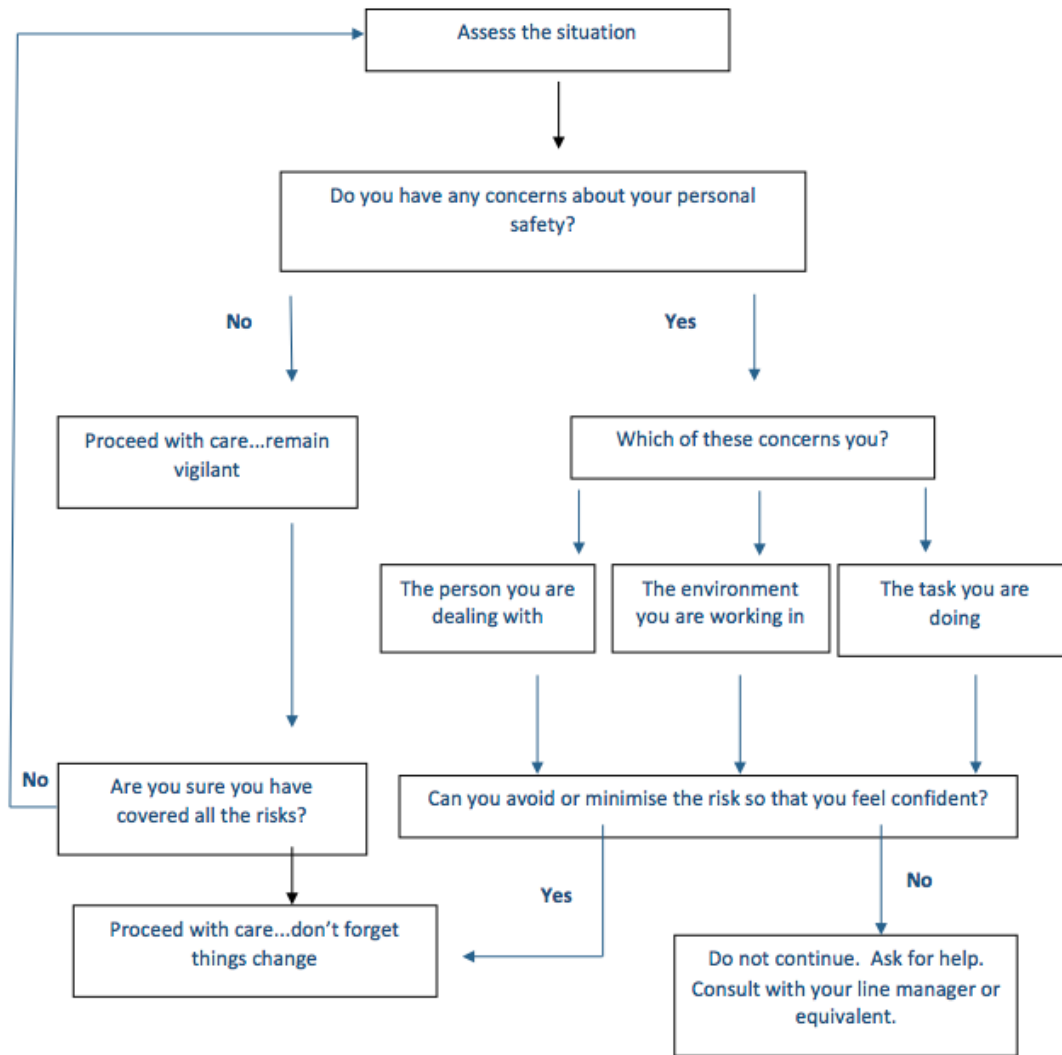
- The proposed lone working should be planned in advance and noted in an appropriate diary or other record. Where possible it should be notified to an appropriate person. (This is not necessary when work is done at home and does not involve face to face contact with other people.)
- Some of the people the lone worker is at risk of meeting are those who, through medical reasons or substance abuse, are liable to mood swings leading to physical violence. It is recommended good practice to encourage the person you are meeting to enter a room first and for the lone worker to seat themselves closest to the door. Should the situation lead to risk of violence, the lone worker then has a higher chance of withdrawing safely.

- The lone worker must have access to a landline phone or carry a charged mobile phone and be accustomed to use it. Carry a torch.
- Automatic warning devices can be obtained for use in risky places or activities such as Personal Shriek alarm
- Keep on file employee, next of kin contact numbers and car details
- Don't call on people unannounced – call by arrangement, if appropriate telephoning the person just before you go
- All those working for the church know where to access a first aid kit and it is kept fully stocked. Ensure an Accident book is kept up to date.
- When driving alone ensure the vehicle is properly insured, MOT'd, serviced and is roadworthy with sufficient fuel. Ensure you know the route, keep doors locked when driving, park in well-lit areas and subscribe to a breakdown service.
- It may be appropriate for lone workers to be asked to contact someone once they have completed their task or have safely reached their home following it.

Personal Safety Risk Assessment³

You can use the following to assess your environment, and your working practice as well as for an instant assessment of a situation:

³ Suzy Lamplugh Trust www.suzylamplugh.org



Assessing Risks

The law⁴ states that when an organisation employs more than five people, a simple risk assessment should be recorded and control measures identified for their work. Therefore parishes or benefices running pastoral visiting schemes working regularly with five or more employees or volunteers working alone should undertake such an assessment. There is a model Risk Assessment Form attached to this policy, but it is not obligatory to use this format.

⁴ Management of Health and Safety at Work Regulations 1999