



Holy Trinity Church Prestwood Employee Handbook

Contents

Employee declaration

Foreword

Section 1: Employee rights

Booking annual leave
Sickness absence
Maternity benefits
Ordinary paternity leave
Additional paternity leave
Adoption leave and pay
Dependants leave (emergency leave)
Parental leave
Flexible working
Retirement

Section 2: Policies and procedures

Probation periods
Induction
Supervision
Appraisal
Managing sickness absence
Discipline
Capability procedure
Grievances
Dignity at work
Whistleblowing
Mandatory training
Redundancies
Drugs and alcohol
Employees working for other employers
Working hours
Overtime
Part-time employment
Claiming expenses
Change of personal details
Equality and diversity
Data protection
Computers and electronic communications

Copyright
Anti-bribery
Resignations
Notice periods
Working Notice

Section 3: Safeguarding children & Vulnerable Adults

DBS checks
Vetting employees
Camera and video phones
Reporting concerns
Police investigation, caution or charge
Other investigations

Section 4: Health and safety

Health and safety
Accidents
Risk assessments for new and expectant mothers
Display screen equipment
Smoking
Fire
Dress code
Mobile phones
Stress at work
Personal Safety

Appendices:

Appendix 1: Holiday request form
Appendix 2: Self-certification of sickness and return to work form
Appendix 3: Paternity leave request form
Appendix 4: Annual declaration form
Appendix 5: Change of details form

Employee declaration

Your contractual terms and conditions of employment are as identified in your employment contracts and in this employee handbook. They are the only terms and conditions upon which you are employed by Holy Trinity Church and may not be varied except by a document in writing that is issued and signed by or on behalf Holy Trinity Church.

I confirm that I have read, understood and agree to the conditions as stated in the employee handbook and understand that the version of this handbook that applies will be the latest version issued.

Date employee handbook received:

Print name:

Signed:

Date:

Please sign and return this slip to the Incumbent or during an interregnum the Churchwarden, within 7 days of receiving this copy of the employee handbook.

Foreword

This employee handbook was issued during the financial year. It replaces any other employee handbooks currently in place. This handbook is for internal use only and must not be reproduced in any way or used externally.

This employee handbook sets out the employment framework within Holy Trinity Church. The main terms and conditions of employment for employees are summarised in the employee handbook. Full details of any conditions, policies and procedures can be obtained from the incumbent or during an interregnum the churchwarden.

Holy Trinity Church

Our Mission

As a parish church our mission is to make God's love known and real to the people of Prestwood & Great Kingshill. As a worshipping community we aim to be a special and proper place of encounter between God and his people, and inclusive, supportive and welcoming to all.

Our Vision

Our vision is of a confident and open church, removing the barriers that separate us from God's love and building up the ties that bind us as a loving community. We seek to be a resource for living in our worship and in our community life.

Section 1: Employee rights

Booking annual leave

Your annual leave entitlement is outlined in your statement of terms and conditions of employment. Annual leave must be authorised prior to leave being taken and is granted at the discretion of your line manager. A request for annual leave may be refused, for example, where other employee(s) have already applied to take the same period off, or where the time requested is during a peak period. If a request is declined, you will be able to take annual leave at a later point during the leave year.

If you wish to apply for annual leave please complete the Holiday Request form, and provide it to your line manager as far in advance as possible, however, at least providing notice of twice the number of days' leave that you wish to take as annual leave.

The amount of leave that you may take at any time during your first year of employment is limited to the amount that you have accrued at that time. Entitlement during your first year is calculated monthly in advance at the rate of one-twelfth of the full statutory annual entitlement of paid holiday. There will be no carry-over of unused holiday entitlement from one holiday year to the next in any circumstances.

Sickness absence

Sickness reporting

It is your responsibility to:

- attend work at the expected time;
- inform the incumbent or during an interregnum the churchwarden, in accordance with agreed arrangements, prior to any absence, or as soon as is reasonably practicable;
- provide a reason for all absences and if possible the anticipated length of absence, plus details of any work which needs to be covered urgently;
- keep your incumbent or during an interregnum the churchwarden, informed of progress and the likely date of return, if the period of sickness continues;
- comply with health and safety requirements;
- comply with certification arrangements outlined below:

<i>Length of sickness absence</i>	<i>Responsibility of employee</i>
For sickness up to 7 days	Complete a self-certification on the first day of your return to work.
If sickness extends beyond 7 days	Provide a fit note promptly and continue to provide fit notes promptly if the period of sickness continues.

- give as much notice as possible of the date and time of return, and report directly to your line manager on return from sick leave; and
- comply with your incumbent or during an interregnum the churchwarden's request to take care of your health generally.

It is important that you follow the sickness reporting responsibilities. If you do not, we may have to take disciplinary action against you. As part of the normal managerial process for managing sickness absence Holy Trinity Church has put in place a number of interventions including:

- return to work interviews and appropriate sickness absence meetings, to establish causes and agree remedies for absences; and
- sickness reporting systems.

We may request a fit note which confirms fitness to work following sickness absence in cases where the prognosis is unclear or where there has been a protracted or repeated period of sickness absence.

Medical and dental appointments

We prefer you to make appointments with your doctor, dentist or hospital outside working hours or at the beginning or the end of the working day. Where this is not possible, agree a mutually convenient time with your incumbent or during an interregnum the churchwarden and give at least 48 hours' notice.

Maternity benefits

In order to claim the right to any level of maternity leave and/or pay, you are required to:

- advise Holy Trinity Church of the fact that you are pregnant;
- provide medical evidence from a registered medical practitioner or midwife stating the Expected Week of Confinement (EWC), such as your MATB1 (this will be required for the purpose of claiming Statutory Maternity Pay); and
- provide written notice by at least the 15th week before the EWC of when you intend to start taking maternity leave and/or pay.

The incumbent or during an interregnum the churchwarden, can provide full details of what you are required to do and your entitlements. To ensure you are safe if you decide to work past your 6th week before your EWC, we will ask you to obtain a fit note from your GP.

You must take at least 2 weeks maternity leave following the birth of your child.

We request that you notify the incumbent or during an interregnum the churchwarden, of your pregnancy as early as possible. Following notification, your line manager will confirm full maternity entitlements including paid and unpaid leave, and time off for antenatal care. This will also enable us to make any necessary arrangements for your safety at work during the pregnancy.

Ordinary paternity leave

Eligible employees are entitled to either one or two consecutive weeks' paternity leave, paid at the Statutory Paternity Pay (SPP) flat rate, during the weeks immediately following their child's birth. If you have average weekly earnings below the lower earnings limit for National Insurance purposes, you will not qualify for Statutory Paternity Pay.

You will need to satisfy the following conditions in order to qualify for ordinary paternity leave. You must:

- have, or expect to have, responsibility for the child's upbringing;
- be the biological father of the child, and/or the mother's husband or partner;
- be the adopter's spouse or partner;
- have worked continuously for the setting for 26 weeks leading into the 15th week before the baby is due, or the week in which you are notified of being matched with a child; and
- be taking the time off to support the mother and/or care for the baby.

Ordinary paternity leave must be completed within 56 days of the actual date of birth of the child or the child's placement. You will be required to inform the incumbent or during an interregnum the churchwarden of your intention to take paternity leave by the 15th week before the baby is expected, or within seven days of you being notified by your adoption agency that you have been matched with a child (unless this is not reasonably practical).

You are required to provide a self-certificate as evidence that you meet these eligibility conditions. By providing a completed self-certificate, you will be able to satisfy both the notice and evidence conditions for paternity leave and pay.

Additional paternity leave

Additional paternity leave entitles eligible employees, to take up to 26 weeks leave to care for their new baby.

You can start your additional paternity leave any time from 20 weeks after the child is born or starts living with you. The leave must have finished by the child's first birthday. A minimum of two weeks and a maximum of 26 continuous weeks' leave can be taken.

You will need to satisfy the following conditions in order to qualify for additional paternity leave. You must:

- be the biological father of the child and/or the husband or partner of a woman who is due to give birth on or after 3 April 2011;
- be the adopter's husband, partner or civil partner;
- have, or expect to have, the main responsibility for the baby's upbringing, apart from any responsibility of the mother;

- have worked continuously for the setting for 26 weeks leading into the 15th week before the baby is due, or the week in which you are notified of being matched with a child;
- continue to be employed from the qualifying week into the week before you wish to take additional paternity leave;
- be taking the time off to care for the baby;
- the mother must be entitled to statutory maternity leave, statutory maternity pay or maternity allowance;
- resume working at least two weeks after the child's birth.

You must give Holy Trinity Church notice, in writing, at least eight weeks before the start of the paternity leave.

Adoption leave and pay

Adoption leave and pay will be available to:

- eligible employees that adopt;
- one member of a couple where a couple adopt jointly (the couple may choose which partner takes adoption leave);
- the partner of an individual who adopts, or the other member of a couple who are adopting jointly, may be entitled to paternity leave and pay; and
- paid adoption leave and paid paternity leave are available where an approved adoption agency notifies the adopter to a match with a child.

To qualify for adoption leave, you must:

- be newly matched with a child for adoption by an approved agency. Adoption leave and pay are not available in circumstances where a child is not newly matched for adoption, for example, when a step-parent is adopting a partner's child; and
- have worked continuously for the early years setting for 26 weeks leading into the week in which you are notified of being matched with a child for adoption.

During your adoption leave, you may be entitled to Statutory Adoption Pay. If you have average weekly earnings below the lower earnings limit, for National Insurance purposes, you will not qualify for Statutory Adoption Pay. Those that do not qualify can obtain information about additional financial support from the local Jobcentre Plus office or Social Security office.

You will be required to inform Holy Trinity Church of your intention to take adoption leave within seven days of being notified by the adoption agency that you have been matched with a child for adoption; unless this is not reasonably practical. You will need to inform Holy Trinity Church as to:

- when the child is expected to be placed with you;
- when you want your adoption leave to start; and
- the date you expect payments of Statutory Adoption Pay to start; at least 28 days in advance, unless this is not reasonably feasible.

You are also required to provide Holy Trinity Church with documentary evidence – a matching certificate – from your adoption agency as evidence of your entitlement to Statutory Adoption Pay. The incumbent or during an interregnum the churchwarden can also ask for this certificate as proof of entitlement to adoption leave. It is your responsibility to ask the adoption agency for a completed matching certificate.

Dependants leave (emergency leave)

You have the right to take a reasonable period of time off to deal with an emergency involving a dependant, and not to be dismissed or victimised for doing so. Circumstances where you can take time off include:

- when the dependant is unexpectedly ill (including mental illness), gives birth or is injured or assaulted;
- to make care arrangements for a dependant who is ill or injured;
- when a dependant dies;
- when their school or nursery is unexpectedly closed; and
- when care arrangements are unexpectedly withdrawn.

A dependant is a person (adult or child), who regularly and continuously relies on the carer to provide the sole or principal care required. Dependency leave cannot be granted where an employee normally provides care only on an ad hoc basis.

Dependency leave cannot be granted where it would be reasonable to expect the carer to have made appropriate arrangements to cover the situation that has arisen. It must be sufficiently serious to require care as an essential necessity, not as a preference. Dependency leave will not be granted where:

- the childminder is on holiday or is not available for any reason where advance notice would be expected to be provided;
- the school or nursery is closed for the holidays; and
- appointments with the hospital, doctor or dentist are planned (i.e. known in advance).

This list is not exhaustive.

Parental leave

If you are a parent then you are entitled to take up to 18 weeks' unpaid parental leave during the first five years of your child's life. That same right extends to the parents of an adopted child. Adoptive parents must take the parental leave due to them by the fifth anniversary of the adoption or by the child's 18th birthday, whichever occurs sooner.

To qualify for parental leave, you must have completed one year's continuous service with the Holy Trinity Church.

If you have taken part of your parental leave with a previous employer then you may only take the balance of the parental leave due. In this case, we may request evidence of the amount of parental leave already taken with one or more previous employers.

The right to a period of unpaid parental leave is available in respect of each child.

Flexible working

All employees are able to request to work flexibly. When submitting a flexible working request you must state:

- the effect(s) that you think the change(s) will have on Holy Trinity Church; and
- how you think that any such effect(s) might be dealt with.

If you meet the criteria above, we will follow the statutory procedure, which involves the following steps:

- We will hold a meeting with you within 28 days of the request being submitted. You will be granted the right to be accompanied at the meeting by a work colleague.
- Within 14 days of the meeting, we will write to you, either agreeing to the request and specifying the contract variation and when it is to take effect, or explaining why the request has been rejected. If your request is refused, the reply will state the specific business grounds for the refusal and why these are relevant in your particular case.
- We will grant you the right of appeal against any refusal of a flexible working request.

Retirement

Holy Trinity Church is committed to equality and diversity and recognises the contributions of a diverse workforce, including the skills and experience of older employees. We believe that employees should, wherever possible, be permitted to continue working for as long as they wish to do so. We operate a flexible retirement policy and you may voluntarily retire at a time of your choosing.

The incumbent or during an interregnum the churchwarden is able to provide further details of all your leave and pay entitlements.

Section 2: Policies and procedures

Probation periods

All new employees are subject to a probationary period of six months. The objectives of this probation period are to:

- set and assess performance with standards and targets;
- discuss future objectives, priorities and targets;
- determine training needs;
- discuss personal development; and
- ensure that you are capable of and willing to fulfil the requirements of the job.

During the probation period, and throughout any extension of the probationary period, employment may be terminated by either Holy Trinity Church or yourself giving one week's notice in writing. Thereafter, termination will be governed by the notice period detailed in your statement of terms and conditions of employment.

Probation periods can be extended. Regular performance reviews should continue during the extended period.

If your contract of employment has been terminated as a result of the probationary process, then you will have a right of appeal.

Induction

Through our induction practices we seek to ensure the effective integration of new employees into the organisation for the benefit of both new employees and Holy Trinity Church. Your induction programme will normally consist of physical and organisational orientation, health and safety information, an explanation of the terms and conditions of employment and a clear outline of the role and its requirements.

The incumbent or during an interregnum the churchwarden will arrange for you to have a comprehensive and useful induction.

Supervision

Supervision meetings are a two-way discussion between a staff member and the incumbent or during an interregnum the churchwarden. For these meetings to be effective, each person must take equal responsibility, for ensuring effective communication and co-operation, and recognition of the value of supervision.

Supervision meetings seek to ensure that you are clear about what your job involves, what the setting wants you to do, and for you to be supported to do your job well. The meetings are there to set and communicate standards and to ensure that you understand the standards that have been

set and how you are expected to meet them.

You are expected to produce work to the expected standards and strive for continuous development. We also expect an open, non-defensive response from you when your work is being discussed. In return you will be supported to deliver excellent performance.

Appraisal

The appraisal meeting is a process of looking backwards to analyse past job performance, and looking forward with a view to improving future performance. The overall objective of the appraisal process is to help employees to maximise their job performance for the joint benefit of the appraisee and Holy Trinity Church.

Regular meetings will take place throughout the year to review the objectives set and progress made against them.

Managing sickness absence

It is Holy Trinity Church's practice to support employees who are genuinely sick and unable to come to work and to act reasonable at all times in its dealings with employees.

We manage attendance by encouraging all its employees to attend work regularly. To achieve this we will:

- review your sickness record to assess what action to take;
- consult with you;
- obtain up-to-date medical advice;
- advise you when your employment is at risk;
- meet with you to discuss the options and consider your views on continuing employment;
- allow a right of appeal against any decision to dismiss you on grounds of long-term ill health; and
- if an appeal is requested, then to hold an appeal meeting.

Discipline

Disciplinary procedure

Our disciplinary procedure is designed to encourage all employees to achieve high standards of conduct, attendance and work performance. The procedure provides a fair, effective and consistent method of dealing with disciplinary matters.

You are expected to know the standard of conduct or work performance expected of you. You will be allowed to respond to any alleged fault or failing.

You are always entitled to be accompanied by a work colleague or a recognised trade union representative at a disciplinary meeting.

For minor or isolated infringements of rules or expected behaviour, Holy Trinity Church may give you informal advice, coaching and guidance.

If your conduct or performance fails to improve as a result of this advice, coaching or counselling, or where the offence is more serious, then the disciplinary procedure will be applied.

We consider the following issues to constitute gross misconduct:

- a) theft or fraud;
- b) assault;
- c) serious bullying or harassment;
- d) serious insubordination;
- e) serious failure to comply with policies, procedures and legal requirements that safeguard children and vulnerable adults;
- f) bringing the organisation into serious disrepute;
- g) malicious damage;
- h) gross carelessness which threatens the health and safety of others;
- i) deliberate damage to property;
- j) being unfit through use of drugs or alcohol;
- k) serious breach of the Holy Trinity Church's statutory policies; and
- l) bribery.

This is not an exhaustive list.

Overview of the disciplinary process

Prior to the disciplinary meeting Holy Trinity Church will send you written details of your alleged conduct or characteristics, or of the circumstances which have led to the contemplation of taking disciplinary action.

You will be invited to attend a disciplinary meeting to discuss the matter. You will also be informed of your right to be accompanied by a work colleague or trade union representative.

You will be given an appropriate amount of notice of the meeting in order to prepare your response.

At the meeting, the circumstances of the complaint against you will be fully discussed and you will be provided with an opportunity to respond to the management case. We will then decide whether or not to issue a disciplinary penalty. The outcome of the disciplinary meeting will be confirmed in writing, and will include information on the right of appeal and to whom to address any appeal letter.

If you wish to appeal you must inform us in writing, clearly setting out the grounds for appeal. An appeal meeting will then be arranged.

Capability procedure

Our capability procedure is designed to ensure that cases of unsatisfactory performance are dealt with similarly and fairly, with the prime objective of improving an employee's performance to the required level. The procedure seeks to establish whether a concern about work performance is a misconduct or capability issue. Performance concerns due to lack of knowledge or skills are normally addressed through Holy Trinity Church's capability procedure. For example, if you are incapable of working to required standards, through no fault of your own, then this will be addressed via Holy Trinity Church's capability procedure. Whereas concerns about work performance due to carelessness, neglect or lack of effort are dealt with through the disciplinary procedure as misconduct.

Grievances

If you have a complaint about your individual circumstances at work, then you are entitled to raise a grievance. The key steps for resolving a grievance are:

- Discuss ordinary day-to-day issues informally with the incumbent or during an interregnum the churchwarden through supervision meetings, or if necessary request a separate meeting. Where this is not possible, you should raise your concerns verbally with the next level of churchwarden or a member of the PCC, prior to raising a formal grievance.
- If after seeking to resolve your concerns informally you are not satisfied, then write to Holy Trinity Church, explaining your grievance.
- We will invite you to a meeting to discuss the grievance. You will have the right to be accompanied at the meeting by a work colleague or trade union representative. The outcome of the meeting will be confirmed to you in writing.

You will have the right of appeal. Following an appeal the final decision will be confirmed to you in writing.

Dignity at work

We are committed to ensuring that you are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place.

Our procedures provide a fair, effective and consistent method of dealing with matters relating to bullying and harassment. Examples of what we deem to be unacceptable behaviour include:

- unwanted physical contact;
- spreading offensive or malicious rumours, or insulting someone (particularly on the grounds of gender/age/religion or beliefs/race/disability/sexual orientation/marriage or civil partnership/pregnancy or maternity/gender reassignment);
- ridiculing or demeaning someone, setting them up to fail;
- insulting behaviour or gestures;
- deliberate exclusion from conversations or social activities;

- unfair treatment;
- misuse of power or position;
- unwelcome sexual advances e.g. touching, display of offensive materials or jokes;
- offensive or suggestive literature or remarks;
- embarrassing, threatening, humiliating, patronising or intimidating remarks;
- deliberately undermining a competent worker or volunteer;
- preventing individuals progressing by intentionally blocking promotion or training opportunities;
- using electronic means or social networks to bully, harass, demean or offend someone;
- physical or verbal assault; and
- damage to property.

If you feel you have been treated in a way you find unacceptable, please speak to the incumbent or during an interregnum the churchwarden in the first instance or another churchwarden or member of the PCC.

Whistleblowing

It is important to Holy Trinity Church that any fraud, misconduct or wrongdoing by employees, or people engaged in the organisation's business, is reported and properly dealt with. We therefore encourage all individuals to raise any concerns that they may have about the conduct of others in Holy Trinity Church or the way in which Holy Trinity Church is run.

We recognise that effective and honest communication is essential if malpractice is to be effectively dealt with and the organisation's success ensured.

Whistleblowing relates to all those who work with, or within, the organisation, who may from time-to-time think that they need to raise with someone in confidence certain issues relating to the organisation.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances, you should use the normal grievance procedure. If you have a concern about malpractice within the organisation, then you should use the procedure outlined below.

- Report any concerns to the incumbent or during an interregnum the churchwarden. If this is not possible, then report your concerns to another churchwarden or PCC member.
- All employees and those involved with Holy Trinity Church should be aware of the importance of preventing and eliminating wrongdoing within the organisation. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
- Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.

- If misconduct is discovered as a result of any investigation under this procedure Holy Trinity Church's disciplinary procedure will be used, in addition to any appropriate external measures.
- If you make a malicious, vexatious or a false allegation then this will be considered to be a disciplinary offence and disciplinary action will be taken against you.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority, you should not agree to remain silent. In this event you should report the matter to the incumbent/a churchwarden/a member of the PCC.

Mandatory training

During the first year to 18 months, mandatory training must be undertaken.

Redundancies

We aim to manage our organisation in such a way that redundancies are unlikely to become necessary. However, in the unlikely event that our circumstances change and the result is that fewer employees are needed, then some redundancies may become necessary. In this case, we will take appropriate steps to keep the number of redundancies to a minimum, whilst taking into account the needs of the organisation.

Where it becomes necessary for us to consider redundancies, a genuine and thorough consultation process will take place. The objectives of consultation will be to:

- reach agreement with employees or their representatives on the above issues;
- avoid the need for redundancies wherever possible;
- reduce the number of employees who are to be made redundant to a minimum;
- determine the criteria to be used to select employees for redundancy; and
- lessen the consequences of any dismissals.

An employee who is made redundant will be eligible for a statutory redundancy payment provided that he or she has at least two years' continuous service.

The amount of any statutory redundancy payment is based on three factors: an employee's age, salary and length of service. An employee is entitled to receive:

- half a week's pay for each year of employment in which the employee was aged 21 or under;
- one week's pay for each year of employment in which the employee was aged between 22 and 40; and
- one and a half week's pay for each year of employment in which the employee was aged 41 or over.

The maximum number of years of employment that can be taken into account is 20. There is also a

cap on a week's pay which is used to calculate a week's pay.

Drugs and alcohol

We aim to promote the general well-being of all employees, to avoid unnecessary illness, absences and accidents, to improve work performance and to provide a working environment which ensures, as far as possible, the health and safety of all employees.

If you suffer from an alcohol or drug addiction, then you are expected to notify the incumbent or during an interregnum the churchwarden. It is a disciplinary offence to attend work where the use of either alcohol or drugs impairs the safe and efficient running of the setting, or the health of our employees/ volunteers and service users.

Employees working for other employers

We recognise that employees may want to take up other employment in their spare time, whether paid or unpaid, and/or pursue outside business interests in their spare time, whilst still remaining in the employment of Holy Trinity Church. Although we have no wish to unreasonably restrict your external activities, we must protect our own interests and those of all our employees. For this reason, we require you to seek written permission from the incumbent or during an interregnum the churchwarden prior to undertaking any other paid or unpaid work.

We will not permit you to undertake any outside business activities, whether paid or unpaid, or take on any other work outside working hours, where we consider that this is in conflict with our interests.

Working hours

We expect you to work your full contractual hours each week. If you do not perform your full contractual hours, your salary payment will be adjusted accordingly.

Overtime

From time-to-time you may be required by Holy Trinity Church to be available to work overtime in excess of your normal working hours, although we do not guarantee that overtime will be available to you. Payment will be at your normal hourly rate.

Part-time employment

We recognise the benefits that can be gained from part-time working. It is appropriate where the workload/duties of a job can be undertaken in less than full-time hours, or when the workload or duties of a job allow job-sharing, and where initiatives are needed to attract and retain employees.

Part-time employees, irrespective of hours worked, will be entitled to the same contractual benefits on a pro-rata basis as full-time employees doing the same job, unless there is an objective reason

for offering a different level of benefits.

Claiming expenses

You are required to only claim expenses in line with Holy Trinity Church expenses procedures. Normally expenses must be agreed in advance and a receipt for all expenses should be submitted with all claims. Expenses should only be incurred wholly and exclusively on business that relates to Holy Trinity Church. Failure to follow this procedure could result in your claim being declined and disciplinary action being taken against you.

If you are unclear about the expenses procedure or need further guidance, please contact the incumbent or during an interregnum the churchwarden.

Change of personal details

If you change your address, contact details, next-of-kin details or bank account, you are required to immediately inform us so that our records are up-to-date. If you change your name by marriage or deed poll, then the original relevant legal document must be presented to us for review e.g. marriage certificate.

Equality and diversity

Holy Trinity Church is committed to recognising, valuing and respecting the diversity of its employees, service users, volunteers and job applicants. We recognise that everyone has a contribution to make and we aim to ensure that all individuals with whom we have contact will be treated in a fair and consistent manner.

We recognise that certain people face discrimination based on factors such as their race, ethnic or national origins, religious and political beliefs, gender, disability, sexuality, age, marital status and linguistic ability. With this in mind, we will work within the current legislative framework and within the sphere of best practice in order to promote equality and value diversity, and work to address unfair treatment, discrimination and prejudice where found within the workplace.

It is expected that the principles of diversity and equality will underpin all of our work, and the work of our employees.

Data protection

The Data Protection Act 1998 is intended to protect people's privacy by controlling the use of personal information held on computer and filing systems. Holy Trinity Church holds and processes the data it collects about you during your employment only for the following purposes:

- administration and management of employees;
- our business; and
- compliance with relevant procedures and laws.

All data is treated with absolute confidentiality and security measures are taken at all times.

If you are dealing with data relating to Holy Trinity Church or its users you must take adequate precautions to ensure confidentiality, and to protect Holy Trinity Church and its employees from any liabilities.

We expect all employees to observe the Data Protection Act 1998 when collecting, processing and storing early years setting related data. For further guidance please contact your line manager.

Computers and electronic communications

Computer, E-mail and internet use

If you have access to Holy Trinity Church's computers including email and access to the internet as part of your job, you must not abuse this by using the facilities for purposes unrelated to Holy Trinity Church's business.

Limited personal use of the internet is permitted during your formal breaks. All internet use is monitored and accessing pornographic or other unsuitable material, including auction or certain social networking sites is strictly prohibited and would be considered a serious disciplinary offence and may result in dismissal.

Only software packages properly authorised and installed by Holy Trinity Church may be used on Holy Trinity Church equipment, you must therefore not load any unauthorised software onto Holy Trinity Church computers.

Personal blogs

You are free to set up personal weblogs or 'blogs' on the internet, provided that they do not breach the law, disclose any Holy Trinity Church's confidential information; breach copyright; defame the company or its suppliers, customers or employees; bring the organisation into disrepute; or disclose personal data or information about any individual that could breach the Data Protection Act 1998.

Social networking websites

Holy Trinity Church respects employees' right to a private life. However, we must also ensure that confidentiality and our reputation are protected. If you use social networking websites, we therefore require you to:

- refrain from identifying yourselves as working for Holy Trinity Church (except in the circumstances detailed below);
- ensure that you do not conduct yourself in a way that is detrimental to Holy Trinity Church; and
- take care not to allow your interaction on these websites to damage working relationships between employees, volunteers and service users of Holy Trinity Church.

We recognise that the use of social networking websites may be a part of your job description. In this case we reserve the right to require you to create a 'professional' profile for work purposes, but, saving that right, you may identify yourselves as working for Holy Trinity Church in the pursuit of your professional duties.

Cyber bullying

We are committed to ensuring that all of our employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place. We provide clear guidance on how bullying and harassment can be recognised. Cyber-bullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

Telephone use

We provide employees with access to the telephone for work-related purposes.

However, if there is an urgent personal call that you need to make, then you are able to use the Holy Trinity Church's telephone or use your personal mobile, provided that this does not interfere with your work, nor take up an unreasonable amount of time.

Monitoring

Holy Trinity reserves the right, but not the duty, to monitor any and all aspects of its electronic resources. This includes: data, email and voice mail boxes, and other employer provided electronic storage systems. We reserve the right, for business and security purposes, to audit and monitor the information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. We also reserve the right to retrieve the contents of any employee communication in these systems.

This process is in place to maintain the integrity of Holy Trinity Church's electronic systems, the rights of the other users, and to ensure compliance with the early years settings policies and obligations.

Copyright

Under the provision of the Copyright, Designs and Patents Act (1988), the copyright of any material (whether written, graphic or in any other medium) which is created by you in the course of your employment with the organisation is the property of Holy Trinity Church.

Anti-bribery

Holy Trinity Church requires that all staff comply with the Bribery Act 2010. This means that you agree that you will not offer, promise, give, request, agree to receive, or accept any bribes:

- in the course of your employment;
- when conducting business on behalf of the setting; or
- when representing the organisation in any capacity.

A bribe means a financial payment or other form of reward or advantage, whether direct or indirect, that is intended to induce or influence, or has the effect of inducing or influencing, an individual, company or public body to perform their functions, including business and public duties, improperly. Improper performance includes:

- not acting in good faith;
- not acting impartially; and
- not acting in accordance with a position of trust.

Resignations

When resigning, it is important that your resignation is in writing to avoid confusion about your resignation date. Your required notice period is set out in your statement of terms and conditions of employment. As part of this process we will ask you for feedback on your decision to resign in order to improve our retention practices, where appropriate.

Notice periods

Unless your employment is terminated by agreement, or specified otherwise in your principal statement of terms of conditions, you or Holy Trinity Church are required to give a period of notice in writing as follows:

- one week notice during your probationary period
- one month notice thereafter

These periods of notice will apply if you are dismissed on grounds of inefficiency or if your dismissal is the result of disciplinary proceedings in circumstances where summary dismissal is not justified. Your employment may be terminated without notice where dismissal follows disciplinary proceedings.

Working Notice

In all cases Holy Trinity Church reserves the right to enforce your full notice period. In exceptional circumstances, if deemed appropriate and as an alternative to working your notice, Holy Trinity Church reserves the right to require you to accept payment in lieu of any entitlement to notice.

Section 3: Safeguarding children and vulnerable adults

DBS

The Disclosure and Barring Service (DBS) provides a barring and criminal records disclosure service. Its role is to ensure that anyone who presents a known risk to children and vulnerable groups is prevented from working with them. To achieve this, the DBS is responsible for making independent barring decisions. It maintains two constantly updated lists, one for those barred from working with children, the other for those barred from working with vulnerable adults. It is an offence for a person on the DBS children's barred list to work in a childcare role. In circumstances where individuals have demonstrated a risk of harm to children or vulnerable adults, Church employers are legally obliged to refer information about the concerns to the DBS.

Vetting employees

Checks undertaken by Holy Trinity Church will include:

- an explanation from you for any gaps in your employment;
- references, with at least one being from your current/most recent employer;
- If required, a satisfactory enhanced DBS check (having a conviction will not automatically prevent you from taking up employment);
- proof of essential qualifications and registration;
- completion of a medical questionnaire which is satisfactory to Holy Trinity Church;
- proof of your identity (via the production of documents on an approved list); and
- proof of the right to work in the UK (via the production of documents on an approved list).

If you provide false information then your continued employment will be at risk.

Camera and video phones

Camera and video phones and their use in the church, especially to photograph children in the church or on trips, are subject to the same restrictions as mobile phones. They may not be used at work for the purpose of photography unless express permission has been granted.

Employees found to be in breach of this policy will be subject to an investigation, which may lead to disciplinary action. Employees who breach this policy could also face criminal prosecution under various laws.

Holy Trinity Church will make appropriate arrangements for photographs to be taken when necessary, which ensures that permission is obtained from the parent/carer to ensure compliance with the Data Protection Act.

Reporting concerns

You have an obligation to report any concerns relating to the health, safety or welfare of children within Holy Trinity Church. If you have any concerns these should be communicated to the incumbent or during an interregnum the churchwarden or whistleblowing arrangements.

Police investigation, caution or charge

You have an obligation to report any incident, which you are subject to, which leads to a police investigation, caution or charge, which is related to your employment (e.g. a child related offence). If you are uncertain as to whether to report being subject to police investigation, caution or charge you must speak to your line manager.

Other investigations

You have an obligation to report any incident, which you are subject to, which leads to investigation, which is related to your employment. If you are uncertain as to whether to report being subject to an investigation by a government department or statutory body, you must speak to incumbent or during an interregnum the churchwarden.

Section 4: Health and safety

Health and safety

Your health and safety is of prime importance to us, therefore:

- we will ensure as far as reasonably practicable, the health, safety and welfare at work of all our employees;
- we aim to conduct our work in such a way that employees and volunteers are not exposed to risks to their health and safety; and
- we will communicate with you on health and safety matters.

We also expect you to:

- work safely and efficiently in accordance with our instructions;
- know the rules relating to health and safety and follow these;
- report and record any accidents as soon as possible after they happen;
- take reasonable care of your own health and safety and that of others who may be affected by your actions;
- know the fire and evacuation procedures; and
- co-operate with the incumbent or during an interregnum the churchwarden to ensure that the highest standards of safety are maintained at all times.

Accidents

If an accident or injury happens to you as an employee:

- let the incumbent or churchwarden know;
- let a first aider know in case treatment is needed; and
- make sure the accident has been recorded in the accident record book.

Risk assessments for new and expectant mothers

Holy Trinity Church is concerned to protect the health and safety of all its employees. In particular, employees who are pregnant or breastfeeding or who have recently given birth must be protected against any risks to their health or safety that might occur as a result of their job duties or working environment. For this reason, in the event of us receiving written notification from you that you are pregnant, have given birth within the previous six months, or are breastfeeding, we will carry out a specific risk assessment. If you fall into one of these categories, you are expected to request a meeting and agree a date with the incumbent or during an interregnum the churchwarden at the earliest opportunity to discuss the risk assessment.

Display screen equipment

A display screen equipment user is defined as an operator who habitually uses display screen equipment as a significant part of their normal work. Managers and employees should ensure that display screen equipment is appropriately used and discuss where appropriate adjusting the workplace to suit their particular needs before commencing work. You should ensure that you vary your work and undertake different duties to ensure that you have regular breaks from the screen.

Smoking

Smoking is banned within Holy Trinity Church and its outdoor space and public walkways.

If you breach this rule you are likely to face disciplinary action through Holy Trinity Church's disciplinary procedure.

Fire

Make sure you know the procedure for evacuating the building, which you were taken through in your induction. Familiarise yourself with the fire exits and fire alarm call points. The incumbent or during an interregnum the churchwarden will advise you what the procedures are in your area.

Please ensure that you:

- never block the fire exits or the routes leading to them;
- raise the alarm by breaking the glass on the nearest alarm point;
- leave by the nearest exit, if you have heard the alarm; and
- only fight the fire if it is safe to do so and with the right fire extinguisher.

Dress code

Holy Trinity Church does not seek to inhibit individual choice in relation to your appearance. However, you are expected to dress appropriately at all times in relation to your role, and to ensure that your personal hygiene and grooming are properly attended to prior to presenting yourself at work.

If you have any queries about what is appropriate, these should be directed to the incumbent or during an interregnum the churchwarden.

Stress at work

Holy Trinity Church will take reasonable steps to reduce health and safety risks from stress in the workplace to as low a level as reasonably practicable. Causes of stress (stressors) will be identified and managed. A suitable and sufficient assessment of the risk of these stressors will be undertaken. Identified risks will be reduced to as low as is reasonably practicable through safe systems of work, suitable equipment and information and training.

You are expected to:

- inform the incumbent or during an interregnum the churchwarden if you are suffering from

excessive pressure or stress at work; and

- follow appropriate systems for work laid down for your safety.

Any reports of stress at work will be investigated and individuals will be provided with appropriate support.

Personal Safety

If you work alone, then you need to develop an awareness of the risks and how to minimise them.

Prior to making an appointment with someone you do not know, obtain as much information as possible about the person you are meeting. If you have any concerns ring back the telephone number you have been given to confirm that it is legitimate.

Appendix 1: Holiday request form

Holy Trinity Church Holiday Request Form

Employee name: _____

Job title: _____

Start date for purposes of calculating leave entitlement: _____

Total holiday entitlement for [state period]: [amount in days/hours].

This entitlement is [inclusive/exclusive] of bank holidays. [If inclusive of bank holidays: Please ensure that any day taken as leave, either as annual leave or a bank holiday, is logged below.]

Amount of holiday remaining prior to request: _____ [days/hours].

I would like to apply _____ [days'/hours'] holiday for _____

First day of holiday: _____

Last day of holiday: _____

Date of return to work: _____

Remaining holiday entitlement if leave is granted: _____

Employee signature: _____ Date: _____

Holiday approved / Holiday not approved

Authorising person: _____ Date: _____

Please note reasons why annual leave may be declined:

- If annual leave has already been approved for other employees at this time, as Holy Trinity Church needs to have appropriate cover.
- During particularly busy periods, Holy Trinity Church needs to have appropriate cover.
- If you have insufficient annual leave.
- You are in your first year of employment and you have not yet accrued sufficient annual leave to cover these dates.

Please discuss an alternative date(s) with the incumbent or during an interregnum the churchwarden.

Appendix 2: Self-certification of sickness and return to work form

Holy Trinity Church Prestwood Self-certification of Sickness

If you are unable to attend work, please telephone the incumbent or during an interregnum the churchwarden on the first day of sickness. When you return to work, please complete this form and hand it to your line manager who will carry out a return to work interview with you.

Name of employee: _____

Position held: _____

I certify that I was absent due to sickness (*state day(s) and dates*)

From: _____ To: _____

Due to: _____

And I returned to work on: _____

Taking a total of _____ days/hours sickness.

For sickness in excess of 7 days, you must obtain a doctor's certificate.

Do not delay seeing your doctor if you need medical advice or treatment.

Signed: _____ Date: _____

To be completed by the incumbent or during an interregnum the churchwarden:

I accept the above self-certification of sickness.

Signed: _____ Date: _____

Now complete the Return to Work Form on the reverse side.

Holy Trinity Church Prestwood Return to Work Form

Name of employee: _____

Date of interview: _____

Conducted by: _____

Date of return to work: _____ No. days absent: _____

- 1. Was the Church notified of the absence in line with the required practice/policy? YES/NO
- 2. From today's date, how many day's absence have there been in the last year? _____
- 3. Over how many occasions? _____
- 4. If applicable, has the employee previously been informed that their absence record is of concern to the Church? YES/NO
- 5. When and how did the injury or illness occur?

- 6. How long was s/he ill? _____
- 7. Did s/he seek medical attention? YES/NO
- 8. Did s/he speak to a doctor? YES/NO
- 9. Did s/he visit a hospital or clinic? YES/NO
- 10. Is s/he taking any medication? YES/NO
- 11. Is a Medical Report necessary? YES/NO
- 12. Is there any part of the employee's job that may aggravate the condition? YES/NO
If yes, what can be done to support the employee?

- 13. Is this absence part of an overall pattern? YES/NO
- 14. Has the employee been informed of the effect on the Church and colleagues of persistent short-term absence and that it may place continued employment at risk? YES/NO
- 15. Is further action necessary? (If yes, please state below.) YES/NO

Signed:
incumbent/churchwarden: _____ **Date:** _____

Signed: employee: _____ **Date:** _____

Appendix 3: Paternity leave request form

Holy Trinity Church Paternity Leave Request Form

Name of employee: _____

Job title: _____

Employment start
date: _____

I hereby give notice of my intention to take [one week's/two weeks'] paid paternity leave

from _____ to _____

The leave requested relates to the birth of a baby which is due on/the adoption of a child to whom

you were notified you had been matched with
on _____

I confirm that I meet the criteria that entitles me to paternity leave for the dates requested.

Signed: _____

Date: _____

Please return the completed form to the incumbent or during an interregnum the churchwarden at least 15 weeks before the expected week of the child's birth, or within seven days of being notified by your adoption agency that you have been matched with a child.

Please note:

If you wish to vary these dates at a later stage, please request this change in writing to your line manager at least 28 days prior to the revised date you wish to start your paternity leave.

Appendix 4: Annual declaration form

Holy Trinity Church Annual Declaration Form

I confirm that I have not been investigated by the police or any other statutory, regulatory or government body. I also confirm that I have not been convicted for an offence, which is relevant to my role at the organisation.

Signed: _____

Name: _____ Date: _____

Or

I confirm that I have been: (please tick relevant box)

- Investigated
- Cautioned
- Convicted

Please include full details below:

Signature: _____

Name: _____ Date: _____

Please forward this completed form to the incumbent or during an interregnum the churchwarden.

Appendix 5: Change of details form

Holy Trinity Church Change of Details Form

Employee name: _____ Surname (previous if changing): _____
_____ Date of changing: _____

Reason for change:

Please tick:

- Change of name
- Change of address
- Change of bank details
- Change of next of kin details

Please provide full details below:

Signed: _____ Date: _____

Where a name change occurs, documentary evidence must be shown to the incumbent or during an interregnum the churchwarden. A photocopy of your evidence will be kept by your employer.