

Cornerstone Collective of Churches Volunteer Agreement

Thank you for your offer to work for one (or more) of the churches in the Cornerstone Collective without payment. We are delighted to formally confirm that the Charity would like to take up your kind offer. This statement sets out how this voluntary arrangement will work in practice, give you all the details about it and set out clear expectations.

1. Work

We have agreed that you will work for the Church as a volunteer. It is expected that this will involve all the tasks and expectations set out by your Team Leader. You may be asked to carry out other tasks not specified in the programme outlined from time to time.

2. Obligations

You are under no obligation to work for the Church and it is not intended that the Church will employ you or make any payment of salary to you.

3. Expenses

Our expenses policy for employed staff will also apply to you and all claims for expenses must be accompanied by receipts as set out in this policy which can be made available to you upon request. Any single transactions over £10 must have prior permission from your Team Leader.

4. Times and Days of Work

Depending on the role you have agreed to undertake, you may have set hours where the Church needs you available (e.g. Sunday morning services) or it may vary week to week. Your Team Leader will ensure you are aware of when you are needed to undertake the duties you have signed up to.

5. Holidays

As you are not under any obligation to work for the Church, you are entitled to take as much or as little time off as you choose. However, we would encourage you to have a minimum of 5 weeks in which you do not carry out any work each year.

In order to help us organise our volunteers we would ask that you give your Team Leader at least two weeks' notice if you no longer plan to work on a day which you have previously indicated you would work.

6. Sickness absence

In order to help the Church to manage its affairs, please inform your Team Leader if you are unable to work due to sickness on any day on which you had previously indicated you would work.

7. Duration of the arrangement

The voluntary work arrangement will commence once your submitted application to serve is accepted by the Church, and it will continue until such times that you no longer serve as part of the team.

8. Termination

The Churches are not required to give any notice to terminate this arrangement, but we will endeavour to give reasonable notice where possible. We also reserve the right to refuse your offer to work for us at any time. We would request that you give at least 2 weeks' notice if you wish to terminate this arrangement to assist the church in managing its affairs.

9. Place of work

We anticipate that you will normally carry out your work at one of the Churches in the Cornerstone Collective.

10. Conduct and Statements

The continuation of this arrangement is dependent on your adherence to the Statement of Faith of the Church. We would also expect that you would become, or are in the process of becoming a member of the Church. If you haven't completed the membership process on "Trained Up" you will be asked to do this by your GC leader or one of the Elders.

The Church's public profile and reputation are very important to it. We expect our volunteers to conduct themselves in a way, or make statements, which would not bring the Church into disrepute. Please familiarise yourself with our Code of Conduct which applies to employees and which we expect our volunteers to comply with.

11. Management of your work

Your Team Leader and the Elders will be responsible for overseeing the work that you carry out. If you are dissatisfied with any issue relating to your work as a volunteer you should attempt to resolve the matter with the person concerned. If such resolution does not prove possible you should discuss the matter fully with the Operations Director.

12. No agency

You do not have the authority to bind or commit the Church in any way unless expressly authorised by the Operations Director in writing.

13. Motor vehicles

If it is necessary for you to use your own vehicle for the Church's purposes we shall reimburse you for every mile for which you necessarily use your own car in the performance of your work, at a rate of 45 pence per mile. If it is necessary for you to drive any motor vehicle in connection with our activities you may be requested to permit us to examine your driving licence and (whenever your own car is used for our purposes) your motor car insurance policy and current certificate of insurance. You should check with your Team Leader before you make a journey that you intend to claim mileage expenses for.

14. Health and Safety

We are under a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees and other persons (including volunteers and members of the public) who are affected by our activities. You must take reasonable care for your own health and safety and that of other persons who may be affected by your work. We request that all volunteers co-operate fully with the Church's health and safety policy by performing their duties safely and efficiently.

15. DBS

The nature of the work that you are volunteering for is such that you may need to have a Disclosure and Barring Services check before you can carry out any work as a volunteer. This may need to be updated during the course of your voluntary work with the Charity and it may be necessary for you to be registered with the relevant governing body.

16. Confidentiality

The nature of your role as a volunteer is such that you may be provided with information of a confidential nature relating to the Church. Volunteers must keep such information confidential and not use or disclose it except as authorised or as required by their duties. All records created (whether written or electronic) including accounts, documents and notes about the Church and its activities and all copies and extracts of them made or acquired by you in the course of your work as a volunteer shall be:

- the Church's property;
- used for the Church's purpose only;
- returned to the Church at any time on demand; and
- returned to the Church without demand if you cease to be actively involved in the work of the Church.

17. Data Protection

You should familiarise yourself with our privacy policy and data protection policy in light of GDPR legislation.

18. Training

You will be provided with an appropriate induction and further training to assist you in carrying out your role as a volunteer. The arrangements set out in this letter are not intended to create a legally binding contract.

By serving on one of our teams you are confirming that you are happy with the arrangement outline and...

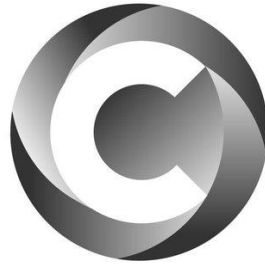
- Agree with our Statement of faith.
- Have read and understand the various policies attached to this agreement
- Have read and understand the code of conduct for employees and volunteers
- Agree and understand the working arrangement set out in this volunteer agreement

If you have any questions then please do not hesitate to ask.

Name.....

Signed.....

Date.....



Cornerstone Collective of Churches

Statement of Faith

The following states the doctrinal positions, and thereby determines the practice, of the Cornerstone Collective:

God

There is one God, who exists eternally in three distinct but equal persons: the Father, the Son and the Holy Spirit. God is unchangeable in His holiness, justice, wisdom and love. He is the almighty Creator, Saviour and Judge who sustains and governs all things according to His sovereign will for His own glory.

The Bible

God has revealed Himself in the Bible, which consists of the Old and New Testaments alone. Every word was inspired by God through human authors, so that the Bible as originally given is in its entirety the Word of God, without error and fully reliable in fact and doctrine. The Bible alone speaks with final authority and is always sufficient for all matters of belief and practice.

The Human Race

All men and women, being created in the image of God, have inherent and equal dignity and worth. Their greatest purpose is to obey, worship and love God. As a result of sin entering our world, every aspect of human nature has been corrupted and all men and women are without spiritual life, guilty sinners and hostile to God. Every person is therefore under the just condemnation of God and needs to be born again, forgiven and reconciled to God in order to know and please Him.

The Lord Jesus Christ

The Lord Jesus Christ is fully God and fully man. He was conceived by the Holy Spirit, born of a virgin, and lived a sinless life in obedience to the Father. He taught with authority and all His words are true. On the cross He died in the place of sinners, bearing God's punishment for their sin, redeeming them by His blood. He rose from the dead and in His resurrection body, ascended into heaven where He is exalted as Lord of all. He intercedes for His people in the presence of the Father.

Salvation

Salvation is entirely a work of God's grace and cannot be earned or deserved. It has been accomplished by the Lord Jesus Christ and is offered to all in the gospel. God in His love forgives sinners, whom He calls, granting them repentance and faith. All who believe in Christ are justified by faith alone, adopted into the family of God and receive eternal life.

The Holy Spirit

The Holy Spirit has been sent from heaven to glorify Christ and to apply His work of salvation. He convicts sinners, imparts spiritual life and gives a true understanding of the Scriptures. He indwells all believers, brings assurance of salvation and produces increasing likeness to Christ. He builds up the Church and empowers its members with gifts for worship, service and mission.

The Church

The universal Church is the body of which Christ is the Head and to which all who are saved belong. It is made visible in local churches, which are congregations of believers who are committed to each other for the worship of God, the preaching of the Word, the administering of Baptism and the Lord's Supper, for pastoral care and discipline, and for evangelism. The unity of the body of Christ is expressed within and between churches by mutual love, care and encouragement. True fellowship between churches exists only where they are faithful to the teaching of the Bible.

Baptism

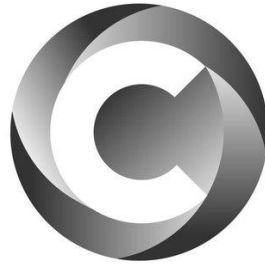
Baptism has been given to the Church by Christ as a visible sign of obedience to Him. Baptism is a symbol of union with Christ and entry into His Church but does not impart spiritual life.

The Lord's Supper

The Lord's Supper has been given to the Church by Christ as a visible reminder of His death. The Lord's Supper is a commemoration of Christ's sacrifice offered once for all and involves no change in the bread and wine. All its blessings are received by faith.

The Future

The Lord Jesus Christ will return in glory. He will raise the dead and judge the world in righteousness. The wicked will be sent to eternal punishment and the righteous will be welcomed into a life of eternal joy in fellowship with God. God will make all things new and will be glorified forever.



Cornerstone Collective of Churches

Employees and Volunteer Code of Conduct

This Code of Conduct sets out standards of behaviour expected for all employees of the Cornerstone Collective of Churches.

Your conduct both in and out of work should be consistent with our objectives and our statement of faith. You are encouraged to make every effort to meet the standards of personal conduct and working practice set out in this code of conduct. It is understood that while every member of staff is vulnerable to behaviour which contravenes that laid out in Scripture, our desire as an organisation is to inspire, encourage and build one another up in the faith in order to honour, obey and glorify God in our work. This code of conduct seeks to facilitate this aim.

This code of Conduct is a non-exhaustive list of matters which are considered to be gross misconduct as set out in the disciplinary procedure. There may be instances where inappropriate conduct inside or outside of formal working hours may also necessitate disciplinary action. Such issues may be as the result of an incapacity or an error of judgement rather than a lifestyle choice or a pre-determined behavioural choice.

Behavioural Standards

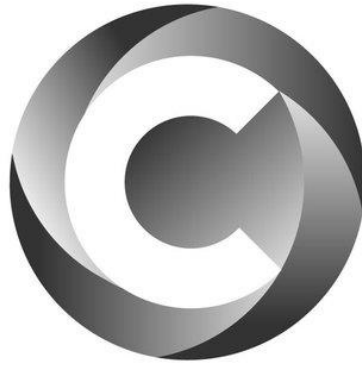
As a result of your desire to work for us and your acceptance of our statement of faith we would expect certain behavioural standards, examples of which are:

- A willingness to give an account of your faith within an appropriate context in light of your particular responsibilities
- Regular commitment to, and participation in, the life of the local Church
- Treatment of those you deal with; with grace, respect, courtesy, politeness, forgiveness and Christian love.

The following is a non-exhaustive list of conduct which, although it may occur outside of formal working hours could also be regarded as gross misconduct:

- Where it relates to a serious criminal offence
- Where it renders the employee unsuitable for the type of work they do e.g. someone who works with children found guilty of child abuse

- Where it leads to a breach of mutual trust between employer and employee e.g. an accountant found guilty of fraud
- Where it is damaging to the reputation of the organisation, for example:
 - Drunkenness or the use of illegal drugs (Ephesians 5 v18, 1 Corinthians 3 v. 16, 17, 6 v. 20)
 - Use of obscenities, coarse jokes, gossip and slander (Ephesians 5 v. 4, Colossians 3 v. 8, Romans 1 v. 29, 1 Corinthians 5 v. 11)
 - Any form of dishonesty including stealing and lying (Ephesians 4 v. 25, 28, Colossians 3. V 9, Romans 1 v. 29)
 - Sexual immorality including adultery, homosexual behaviour, sex outside of heterosexual marriage, viewing of pornography (1 Corinthians 6 v. 9, Romans 1 v. 26, 27, Galatians 5 v. 19 or Matthew 5 v. 27 – 28, 1 Corinthians 12. V 23)
 - Involvement in the occult or witchcraft (Galatians 5 v.19 – 20)
 - Unjustified divorce (Matthew 5 v. 27 – 28, 1 Corinthians. 12 v.23)
 - Abortion (Exodus 20 v. 13, Psalm 139 v. 12 – 16)
 - Self-harm (1 Corinthians 3 v. 16 – 17, Leviticus 19 v. 28)
- Where it affects the performance of the employee or volunteer in their particular role e.g. a driver who loses his/her license where driving is an essential occupational requirement
- Where it relates to their acceptance of our statement of faith e.g. membership of a group who could oppose the employer's statement of faith, expressing views which are contrary to that statement of faith.



Cornerstone Collective of Churches Safeguarding Policy with the Safer Recruitment Statement

Section 1 - Details of the places of worship/organisation

Name: Cornerstone Collective of Churches

Includes Cornerstone Church Liverpool, Cornerstone Church Wirral, Liberti Church Lark Lane and Hope Church Kensington.

Registered address: Cornerstone Collective of Churches, Cornerstone Church, Dovedale Road, Liverpool, L18 1DW

Email address: info@cornerstone-collective.org

Membership of Denomination/Organisation: Independent Local Churches and members of the FIEC

Charity Number: 1152099

Company Number: 8133846

Regulators details (if any): N/A

The following is a brief description of our place of worship/organisation and the type of work/activities we undertake with children/vulnerable adults:

Cornerstone Collective of Churches is a number of independent local evangelical churches planted from the former Open Brethren church on Ramilies Road in Liverpool. The churches are Elder led, with a number of them paid as full time Preachers and Pastors (with all of the Elders, paid and unpaid, have a pastoral role) who are answerable to the Elders and the Trustees of the Cornerstone Collective of Churches. The Elders are the governing body for delivery of worship and they are responsible for ensuring the churches remains doctrinally correct. The Trustees lease them the premises the Trust owns (with additional premises leased from other parties separate to the churches and Trust) and they provide legal and charitable accountability and governance.

We offer Sunday services in each of the churches within the Collective for the whole church family; with a Creche Group and Kids Church Groups (formerly Sunday School with children withdrawn from the family service for a children's age-appropriate lesson) included in the Sunday gatherings.

Volunteer Agreement Cornerstone Collective of Churches, updated and approved July 2021

Teenagers remain in the main service where we celebrate communion and preach and teach the Gospel in accordance with our Statement of Faith.

Outside of the events taking place on Sundays, there are weekly (term-time) adult and baby/toddler groups in the Liverpool and Wirral churches, study and/or prayer groups for men and women and occasionally a drop in coffee morning. The children aged school Year 7 through to Year 10 in the Liverpool congregation are invited to meet on a mid-week evening each week for a time of Bible study, fellowship and food in different leader's or parent's homes. We also meet in smaller gatherings as Gospel Communities during the week in homes of people who attend our churches. Our aim is to grow through outreach and evangelisation of the local communities and to plant new churches, which will include the development of further activities for adults, youth and young children.

Our commitment:

As a Leadership we recognise the need to provide a safe and environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to *"all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status"*. Additionally, we recognise that adults can be vulnerable in a range of pastoral situations and that adults can be at risk of Spiritual Abuse in the context of churches and there is further consideration of these areas in this policy.

We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from *"all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child."*¹

As a Leadership we have adopted the procedures set out in this safeguarding policy in accordance with statutory guidance and with the above statements and areas of importance in mind. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers (both paid and volunteers, including Trustees and Elders) and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.

¹ Convention on the Rights of the Child Adopted and opened for signature, ratification and accession by General Assembly resolution 44/25 of 20 November 1989 entry into force 2 September 1990, in accordance with article 49, <https://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

- support the Safeguarding Coordinator, the Operations Director and other appointed members of the Safeguarding Team in their work, and in any action, they may need to take in order to protect children, vulnerable adults and staff (paid and volunteers)
- respond appropriately to any alleged instances of abuse or other concerns which fall under the remit of this safeguarding policy, linking with the appropriate local authority Safeguarding Board.

Section 2

Understanding abuse and neglect:

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, but also by failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult. The concept of spiritual abuse further widens the remit of this safeguarding policy and the importance of protecting all persons operating within Cornerstone Collective of Churches.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- *Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- *Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*²

In addition, and relating to adults, the UN Universal Declaration of Human Rights with particular reference to Article 5 states:

- *No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*³

The safeguarding of vulnerable adults is in many ways more complex than the safeguarding of children, partly because most adults are deemed to be able to make choices for themselves and enter and leave relationships. It is acknowledged that some adults are particularly vulnerable due to additional care and support needs and there are certain situations where there is a significant power imbalance where the potential for harm is increased.

² Convention on the Rights of the Child Adopted and opened for signature, ratification and accession by General Assembly resolution 44/25 of 20 November 1989 entry into force 2 September 1990, in accordance with article 49, <https://www.ohchr.org/en/professionalinterest/pages/crc.aspx> **Article 19**

³ The Universal Declaration of Human Rights, <https://www.un.org/en/universal-declaration-human-rights/> Article 5

Pastoral care for adults is a significant area in which the churches of the Collective operate, and by its nature, pastoral care and support is entered into willingly by adults. However, as identified by CSS and thirtyone:eight; pastoral care and support is often offered to people at points of vulnerability, either due to the circumstances of life or because they are working through past events or hurts. There is always a risk of an imbalance of power between those giving and those receiving pastoral support. This imbalance can be exploited if leaders are not exercising authentic leadership or if, within the church culture, teaching about sin is not properly balanced by teaching about grace. In such contexts drawing the line between abuse and non-abuse is particularly challenging.⁴ It is therefore imperative that Cornerstone Collective and its encompassed churches have an acute awareness of the risks of harm faced by adults who are vulnerable as a result of a wide range of factors, including many of the pastoral care triggers dealt with by staff, Elders and other volunteers.

One area of risk to adults in a safeguarding capacity has been referred to in the past as Spiritual abuse, but more recently this has become criticised for not having an agreed definition and for therefore creating more issues than it solves as a term. Therefore, the Elders and Trustees of Cornerstone Collective and its churches have agreed that the culture and operations within the organisation and its churches should seek to ensure that the following aspects are considered in all works within the Collective, consequently mitigating the risk of abuse of adults in our settings: avoiding all abusive behaviours; creating a healthy culture of Biblically faithful practices which model safeguarding; handling disagreements well (following our complaints procedure); providing everyone with a voice that is listened to and considered; and taking responsibility individually and collectively for the actions of all staff and volunteers within the organisation and its churches.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy or are provided at mandatory safeguarding training (required to be refreshed at appropriate intervals).

Safeguarding awareness:

The Leadership is committed to ensuring on-going awareness of safeguarding and will develop training opportunities for all workers (paid staff and volunteers as appropriate to the role, including Trustees), developing a culture of awareness of safeguarding issues to help protect everyone.

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter about which they have a concern.

Responding to allegations of abuse:

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Alan Taylor (hereafter the "Safeguarding Co-ordinator") tel. no: 0151 722 8480 or 07809 042 104, who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities where necessary.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

⁴ Independent Learning Review for The Crowded House October 2020. Pg. 13

- Operations Director for Cornerstone Collective Anna Wood (07989919729)
- Liverpool: Steven Robinson (07966 793766) or Paul Elms (07789 630 364)
- Wirral: Joshua Walsh (07912 304496)
- If the suspicions implicate both the Safeguarding Co-ordinator and/or one of the deputies, then the report should be made in the first instance to the safeguarding specialist organisation with whom we are members; thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ, telephone 03030031111. Alternatively, contact Social Services or the police.
- Where the concern is about a child, the Safeguarding Co-ordinator should contact Children's Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from thirtyone:eight as above.
- The local Children's Services office telephone number for Liverpool City Council (office hours) is 0151 233 3700. The out of hours emergency number is 0151 233 3700.
- The local Children's Services office telephone number for Wirral Council (office hours) is 0151 606 2008. The out of hours emergency number is 0151 677 6557.
- The local Adult Services office telephone number Liverpool City Council (office hours) is 0151 233 3800. The out of hours emergency number is 0151 233 3800.
- The local Adult Services office telephone number Wirral Council (office hours) is 0151 514 2222. The out of hours emergency number is 0151 677 6557.
- The Police Child Protection Team telephone number is 0151 709 6010.
- Where required, the Safeguarding Co-ordinator should then immediately inform the insurance company and other strategic personnel within the Collective.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Coordinator or one of the deputies should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of Cornerstone Collective and its churches will use the internal procedures set out in this policy in the first instance so that appropriate and direct actions can be taken in relation to the safeguarding concerns raised. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator/Deputy/Operations Director as to the appropriateness of a referral, they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.
- The role of the safeguarding co-ordinator/deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegation of physical injury, neglect or emotional abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage and signpost the parent/carer(s) to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services directly for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.
- Written records of each stage of the concern and subsequent actions/referrals will be kept securely (in line with GDPR regulations) by the Safeguarding Officer with input from any other parties involved in the case.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.
- Written records of each stage of the concern and subsequent actions/referrals will be kept securely (in line with GDPR regulations) by the Safeguarding Officer with input from any other parties involved in the case.

The following procedure will be followed where there is a concern that an adult is in need of protection:

Suspensions or allegations of physical or sexual abuse:

If a vulnerable adult has a physical injury or symptom of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury, contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- Written records of each stage of the concern and subsequent actions/referrals will be kept securely (in line with GDPR regulations) by the Safeguarding Officer with input from any other parties involved in the case.

Allegations of abuse against a person who works with Children:

- If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker whilst the investigative steps outlined previously are taken, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).
- Written records of each stage of the concern and subsequent actions/referrals will be kept securely (in line with GDPR regulations) by the Safeguarding Officer with input from any other parties involved in the case.

Safeguarding vulnerable adults experiencing pastoral care:

The Leadership acknowledge that where pastoral care, or on occasion church discipline, is undertaken with adults, this can place the adults involved in a vulnerable position. This is the area in which defining 'abuse or neglect' can be difficult, but it is imperative that those involved in undertaking pastoral care and/or discipline of church members/attendees act in ways which identify the vulnerability that can be exposed. Where concerns of this nature arise, the following procedures should be followed:

- The Elder responsible for the pastoral care/discipline should keep brief written records of any meetings, or other communications of concern, with an outline of aspects discussed and actions to be taken by the Elder and/or the person(s) being cared for.
- Any concerns regarding the vulnerability of the person(s) being cared for (e.g. risk of self-harm) should be reported to the Safeguarding Officer as a first point of call. The Safeguarding Officer may decide to refer the concern to a local church Safeguarding Deputy, but either way, the advice and guidance available from the Adult Social Care Vulnerable Adults Team or thirtyone:eight should be sought and acted up as appropriate.
- Written records of each stage of the concern and subsequent actions/referrals will be kept securely (in line with GDPR regulations) by the Safeguarding Officer with input from any other parties involved in the case.

Safeguarding against Abuse that can occur in religious settings (formerly 'Spiritual Abuse'):

- All Elders and staff/volunteers with leadership responsibility within churches of the Cornerstone Collective need to undergo regular training on safeguarding (a minimum of annually updating training), which includes raising awareness and understanding how abuses of power and authority in religious settings can occur and how to avoid them.
- Where there is a concern that this form of abuse is occurring in any situation falling under their remit of responsibility in the Collective or local church, the power imbalance needs to be redressed with the person concerned about the abuse being able to report this to the Safeguarding Officer (in the first instance, unless it involves them, in which case the Operations Director will need to be approached) without fear of reprisal unless malicious intent is proven. The Safeguarding Officer or other approached person will then investigate the referral in the same way as outlined in previous sections.
- Written records of each stage of the concern and subsequent actions/referrals will be kept securely (in line with GDPR regulations) by the Safeguarding Officer with input from any other parties involved in the case.

Safeguarding in informal settings with associations to Cornerstone Collective or its churches

- The Leaderships of the Collective and its churches actively encourages interaction between members/attendees of the churches and also with people outside the churches (e.g. neighbours, family, friends).
- It is recognised that this interaction can be in formal settings (e.g. Church Services, Kids Church, Bolder, Parent/Carer and Baby/Toddler groups, Study Groups etc.) and in these settings the appointed leaders will have received safeguarding training and will have an awareness of the signs to look out for in terms of safeguarding concerns.
- It is also recognised that interaction also takes place in more informal settings (e.g. Gospel Community groups meeting in peoples' homes) and in these settings the Leadership acknowledge that safeguarding risks still exist and concerns can still be raised.
- Where a safeguarding concern is identified in an informal setting, the same approach to investigating the concern will be taken by the Safeguarding Officer or other appointed/approached person with safeguarding authority/training. People holding such informal events in their homes or elsewhere on behalf of the work of the church will be directed towards a copy of the safeguarding policy, as well as any relevant training on safeguarding that is identified by the Safeguarding Officer so that concerns can be raised and dealt with in the appropriate ways.
- Written records of each stage of the concern and subsequent actions/referrals will be kept securely (in line with GDPR regulations) by the Safeguarding Officer with input from any other parties involved in the case.

Section 3 – Prevention

Safer recruitment statement of practice:

The Leadership will ensure all workers (paid or volunteers) are vetted in accordance with the rules presently in place:

- Safeguarding awareness and the importance of it has been discussed at interview
- Written references have been obtained with enquires about their character and suitability for the position, and followed up where appropriate
- A criminal records disclosure has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information). This will involve the carrying out of DBS checks on all those for whom they are required.
- Qualifications, where relevant, have been verified
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to identify and report concerns.
- Once appointed, the workers will commit to undertaking safeguarding training annually in order to keep up to date about how to spot safeguarding concerns and what to do with those concerns. The Safeguarding Officers commits to co-ordinating this training and the Operations Director commits to monitoring its execution.

Management of Workers; Codes of Conduct:

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. Further details on the Code of Conduct for workers in Cornerstone Collective of Churches can be found in the Staff Handbook or by request from the Operations Director.

Section 4 - Pastoral Care in specific circumstances**Supporting those affected by abuse:**

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.

Working with offenders:

When someone attending the place of worship/organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. This will be monitored by an appointed person and further actions taken should they be required.

Section 5 - Practice Guidelines

As an organisation / place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation. As well as a general code of conduct for workers we also wish to have specific good practice guidelines for every activity we are involved in and these will be developed as and when required by the leaders of those activities.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement, will have their own policy that meets thirtyone:eights' safeguarding standards. Good communication is essential in promoting safeguarding; for those we wish to protect, for everyone involved in working with children and vulnerable adults and for all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Signed by: _____

Date: _____



Cornerstone

Collective

Data Protection Policy

Version:	2.0
Date of Issue:	20 th July 2021
Review Date:	Within 1 year from date of issue
Applicability:	This policy is applicable to all churches under the name 'Cornerstone Collective of Churches'.
Summary:	This document provides details of the management of data in relation to data protection laws.
Document Owner:	Anna Wood

Contents

Contents	17
1. Introduction	18
2. Data Protection Principles and Requirements	18
2.1.Rights of the Data Subjects	18
2.2.Privacy Notices	19
2.3.Gaining Consent for Children	19
3. Accuracy and Retention	20
4. Security of Data	20
5. Data Breaches	20
6. Sharing of Data	21
7. Non-Conformance	21
8. Definitions	21

1. Introduction

As a registered charity Cornerstone Collective is required to comply with UK and EU data protection laws. Data protection policies are designed to protect information, in particular personal data, which is important to Cornerstone Collective Churches, its employees, congregation members, suppliers and any other individuals associated with the running of Cornerstone Collective.

Having relevant policies in place also enable Cornerstone Collective to comply with applicable data protection legislation and regulations, including the EU General Data Protection Regulation 2016/679 (GDPR).

This document is the over-arching policy relating to data protection for Cornerstone Collective, other data management policies sit alongside this policy to ensure that Cornerstone Collective of Churches comply with legal legislation.

2. Data Protection Principles and Requirements

The following principles must be complied with in relation to the processing of all data, and any personal data that is processed must be compliant with these:

- personal data must be processed in a fair, lawful and transparent manner
- personal data must be obtained only for one (or more) specific, explicit and legitimate purpose(s) and must not be further processed in any manner incompatible with that/those purpose(s)
- personal data must be adequate, relevant and not excessive in relation to the purpose(s) for which it is processed
- personal data must be accurate and, where necessary kept up to date, with every reasonable step having been taken to ensure that personal data that is inaccurate (with regard to the purpose(s) for which it is processed) is immediately deleted or rectified
- personal data processed for any purpose(s) must not be kept longer than necessary to meet that/those purpose(s)
- appropriate technical and organisational measures must be taken against unauthorised or unlawful data collection or processing.

When data is processed it should be considered as to whether Cornerstone Collective are the Data Controller or Data Processor (see definitions). In most instances Cornerstone Collective would be considered the Data Controller i.e. when it gathers information directly from the data subjects i.e. employees or Church members.

2.1. Rights of the Data Subjects

Personal data must be processed in accordance with the rights of data subjects. Data subjects generally have the ability to have access to their personal data upon request and may also be entitled to a number of other rights including:

- the right to rectification of inaccurate personal data
- the right to erase/delete personal data, commonly referred to as the "right to be forgotten"
- the right to restrict processing under certain circumstances
- the right to data portability
- the right to object (i.e. where personal data are processed for direct marketing purposes) to automated individual decision-making

In the circumstance that a data subject access request form is submitted, for example by an employee, the request should be managed in accordance with the Data Subject Access Request Policy. In accordance with GDPR, requests are to be responded to within one calendar month, and any requests should be logged in accordance with the Data Subject

Access Request Policy. All requests received should be referred to the Operations Director immediately.

2.2. Privacy Notices

It is a requirement that data subjects must be informed of the following:

- How their personal data is used, including about the types of data collected
- The purposes for which the data are collected
- Any third party to whom their personal data may be disclosed
- The rights available to them

It is the responsibility of Cornerstone Collective to inform data subjects the purpose for which their data will be used. Any personal data kept by Cornerstone Collective should be used and processed in accordance to what was notified to the data subject at the time that consent was provided. If further or alternative use is needed consent must be sought from the data subject and acceptance must be provided in writing, this would be completed in the method of another privacy notice.

As stated in Section 2, in many circumstances Cornerstone Collective will act as the Data Controller, therefore it is important that any gathering of data must be justifiable. In many cases it should be for the following:

- Consent provided by the data subject (not required for employees)
- Necessary to comply with a legal obligation

Sensitive personal data should only be processed where it is absolutely necessary to do so. Additional consideration should be given to the secure storage and transmission of sensitive personal data, and access rights should be strictly limited. One of the following conditions must be satisfied in order to process sensitive personal data:

- the explicit consent of the data subject must be obtained, except where consent is precluded under applicable laws;
- the processing must be necessary for an obligation of Cornerstone Collective as an employer under employment law;
- the vital interests of the data subject need to be protected (e.g. in a medical emergency or other life or death situation); or
- the processing must be necessary for the purpose of legal proceedings or obtaining legal advice.

If at any point Cornerstone Collective are looking to implement new technology or considering changing the processes in which the storage of personal data is affected then it is recommended that a Data Protection Impact Assessment (DPIA's) is carried out, further information of DPIA's can be found the Information Commissioners Office's website (www.ico.co.uk).

2.3. Gaining Consent for Children

For some processes within Cornerstone Collective is it required that we collect personal/sensitive data relating to children. The gathering and processing of a child's data (considered as being under 18 years of age) require particular attention as the child(ren) may not be aware of the risks involved.

The measures detailed in section 2 of this document are still relevant when processing children's data and compliance with data protection principles should be central when processing and managing the data.

Cornerstone Collective still have a responsibility to lawfully process children's data, and in all circumstances, unless justified in an alternative lawful basis for processing, consent should be sought via Privacy Notice from their parent or legal guardian.

For any online content/service provided by children only children over the age of 13 or over are able to provide their own consent (proposed by the Data Protection Bill). For any children under this age consent must be sought from their parent or legal guardian.

Any Privacy Notices relating to the data of a child must be clear and understandable to both the child and their legal guardian.

It should be noted that children have the same rights as adults over their personal data. These include the rights to access their personal data; request rectification; object to processing and to have their personal data erased.

3. Accuracy and Retention

Any personal data held must be kept relevant and accurate as much as practically possible and should not be kept (retained) for longer than necessary in-line with the reason why it was originally gathered for. Data, that has out lived its need, should be disposed of unless required for a legal/regulatory requirement.

4. Security of Data

Appropriate measures should be undertaken to protect data held both electronically and physically. Even though Cornerstone Collective does not operate using a classification of documentation system, it should be considered that any sensitive information relating to a person or persons should be restricted and be on a 'need to know' basis.

Only approved Cornerstone Collective Church e-mail systems should be used. However, where possible personal/sensitive information should not be transported using e-mail, but if it is necessary to do so, if available, a secure e-mail system should be used.

Any personal/sensitive data should be stored within Cornerstone Collective buildings in a locked filing cabinet, with only those who are deemed to be in the 'need to know' category able to access it. The Operations Pastor is responsible for ensuring that this is adhered to.

5. Data Breaches

According to the ICO a personal data breach means 'a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data'.⁵

In the event that there is a breach of data, the breach should be contained and rectified as soon as possible. Any person(s) affected by the breach should be informed at the earliest opportunity in writing by the Operations Pastor (or assigned deputy).

It is the responsibility of all employees and volunteers of Cornerstone Collective to report any suspected breaches to the Operations Pastor. The Operations Pastor will then decide on which next steps should be taken.

When a personal data breach has occurred, the likelihood and severity of the resulting risk to people's rights and freedoms must be established. If this is significant then the ICO must be notified within 72 hours of Cornerstone Collective finding out about the breach (please see www.ico.org.uk for details on how to report an incident).

⁵ www.ico.org.uk

If it was deemed that the incident is not reportable then it is required that the reason for not reporting the incident to be documented.

Details of any breach, whatever the severity, should be recorded by the Operations Pastor.

6. Sharing of Data

Data should only be shared with those outside Cornerstone Collective (or in the 'need to know' category) if it is deemed essential to the operations of Cornerstone Collective or if it is a legal requirement.

On all occasions consent is needed from the data subject (or legal guardian for under 18's). Data shared should be done in a secure manner and, prior to the data being shared, the intended use by the third part should be documented.

If a particular disclosure is required to meet a legal obligation (for example to a government agency or police force/security service) or in connection with legal proceedings, the personal data may be provided so long as the disclosure is limited to that which is legally required.

Any data sharing requests must be approved by the Operations Pastor.

7. Non-Conformance

If Cornerstone Collective were found to be in breach of data protection laws, the Collective Churches could face fines and enforcement notices, and this would also, potentially, have a negative impact on the gospel work being undertaken across Cornerstone Collective. If an enforcement action was taken against Cornerstone Collective there would be a time and cost implication and additionally the associated publicity would, potentially, have a negative impact on public perception of the gospel, as Cornerstone Collective Churches may be perceived as persons who do not respect the privacy rights of individuals.

8. Definitions

Term Used:	Definition
Data Controller	This is a person or company who, either alone or jointly with others, determines the purpose for which, and the manner in which, personal data is processed.
Data Processor	The entity that processes data on behalf of the Data Controller
UKGDPR	United Kingdom General Data Protection Regulation (2018)
ICO	Information Commissioners Office

Sensitive Personal Data	<p>Certain types of personal data are considered to be 'sensitive' or be 'special categories' of personal data. Additional care needs to be taken when handling such data. Particular care should be taken when collecting and using this type of data (often an individual's explicit consent, or a legal obligation, to do so will be sought).</p> <p>Sensitive personal data means any information relating to:</p> <ul style="list-style-type: none">• medical and biometric information• racial or ethnic origin• criminal convictions• political opinions• religious beliefs or political or philosophical opinion• trade union membership• sex life or sexual orientation• genetic data <p>While financial data (such as bank account or credit card details or salary information) are not included in the above-mentioned list of sensitive personal data, this information should be treated as sensitive by their very nature.</p>
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Cornerstone Collective of Churches Privacy Notice

Contents:

1. Introduction
2. When do you collect information about me?
3. What personal information do you use?
4. Why do you need my personal information?
5. Who might you share my information with?
6. How long will you hold a record of my information?
7. What are my rights?
8. Other important information
9. Who can I contact about data at Stewardship?
10. Changes to this notice

1. Introduction

Respecting you and the data you share with us is really important to us. At all times we aim to respect any personal information you share with us and keep it safe. This Privacy Notice sets out the ways in which we use your personal information, your rights and the options available to you regarding the data you provide us with.

2. When do you collect information about me?

When you contact any of the Churches in the Cornerstone Collective, the Collective itself or staff by email, phone or letter you will be giving us information.

There are a number of other ways that you can give us information, including but not limited to:

- When contacting or connecting with us
- When completing an online survey
- Signing up to participate in one of our ministry teams or attend a Collective event
- When becoming a covenant member
- When making a donation

Where we have not already done so, we will tell you how and why we intend to use that personal information.

Your personal information may also be available to us from external, publicly available sources.

3. What personal information do you use?

We may collect, store and otherwise use the following categories of personal information:

- Your name and contact details, including postal address, telephone number and email address;
- Your position in an organisation, and information related to the work that you do there;
- Your date of birth;
- Your nationality;
- Your financial information, such as bank details, account holder name, sort code and account number;
- Links to your social media (for example, if you contact us through one of our social media formats);
- Photographs taken during Collective events;
- Any other personal information which you choose to share with us or we obtain (see Section 2).

The EU General Data Protection Regulation (“GDPR”) recognises certain categories of personal information as sensitive and therefore requiring more protection, for example information about your health, ethnicity and religious beliefs.

In certain situations, Cornerstone Collective may collect and use these special categories of personal information, for example information about your religious beliefs which you communicate to us. We will only collect and use these special categories of personal information if there is a valid reason for doing so and the GDPR allows us to do so.

4. Why do you need my personal information?

We collect and use your personal information in the following ways:

- **To inform you about Cornerstone Collective activities and events**

When you give us your permission to do so, we will email you with content to keep you up-to-date with Cornerstone Collective activities that we think may be of interest to you.

- **To promote Cornerstone Collective activities and events**

We may use photographs and/or film events in order to promote our charitable activities on social media or other platforms.

- **To promote Cornerstone Collective activities and events**

We will use photographs and may film events in order to promote our charitable activities on social media or other platforms.

- **To monitor and understand church membership**

We will use your data to keep track of church membership, monitor attendance and understand the demographics of the churches of Cornerstone Collective.

- **To process your Internship or Residency application**

When you apply for an Internship or Residency position through our website or send in your CV we will use this information to consider your application.

- **To claim Gift Aid**

If you pay tax and have completed a gift aid form will use your information submit a claim to HMRC for this purpose.

- **To process a DBS check**

If you serve as part of our children's ministry and certain other ministries where vulnerable persons are involved you may be asked to complete a DBS check. Please see our Safeguarding Policy for more information.

- **To become a Covenant Member**

When considering covenant membership you may ask for specific and special information as part of our membership processes.

5. Who might you share my information with?

We will disclose some of your information to agents, statutory bodies and suppliers in order to support the general running of the Cornerstone Collective. Those parties may include (but are not limited to):

- Statutory bodies (for example, HMRC or the Charity Commission);
- Payment processors (for example, banks);
- ID Verification Services: to confirm your identity as part of our DBS applications.
- Professional service providers such as accountants and lawyers;
- Regulatory authorities who oversee the work we do.

We do not sell your personal data or information to any third party organisations.

6. How Long Will You Hold a Record of My Information?

We will keep your data for as long as it is necessary to meet our legal obligations and other regulations. However, if before that date (i) your personal information is no longer required in connection with such purpose(s), (ii) we are no longer lawfully entitled to process it, or (iii) you validly exercise your right of erasure, we will remove it from our records at the relevant time.

If you request to receive no further contact from us, we will keep some basic information about you to comply with your request and avoid sending you unwanted materials in the future. Please see our Data Retention Policy for more information.

7. What are my rights?

Where we rely on your consent to use your personal information, you have the right to withdraw that consent at any time. This includes the right to ask us to stop using your personal information or to unsubscribe from our email list at any time.

You also have the following rights:

- **Right of access:** You can write to us to ask for confirmation of what personal information we hold on you and to request a copy of that personal information. Provided we are satisfied that you are entitled to see the personal information requested and we have successfully confirmed your identity, we will provide you with your personal information subject to any exemptions that apply.
- **Right of erasure:** You can request that we delete your personal information from our records as far as we are required to do so. In some cases we may suppress your personal information in order to stop further communications with you, rather than delete all of your personal information.
- **Right of rectification:** If you believe our records of your personal information are inaccurate, you have the right to ask for those records to be updated. You can also ask us to check the personal information we hold about you if you are unsure whether it is accurate.

- **Right to restrict processing:** You have the right to ask for processing of your personal information to be restricted if there is disagreement about its accuracy or legitimate use.
- **Right to object:** You have the right to object to processing where we are (i) processing your personal information on the basis of the legitimate interests we hold (see section 4 above), (ii) or using your information for statistical purposes.
- **Right to data portability:** Where we are processing your personal information (that you have provided to us) either (i) by relying on your consent or (ii) because such processing is necessary for the general operation of the Cornerstone Collective, in either case we are processing your personal information using automated means (i.e. with no human involvement), you may ask us to provide the personal information to you.
- **Rights related to automated decision-making, including profiling:** You have the right not to be subject to automated processing of your personal information.

Please note that some of these rights only apply in certain circumstances. At all times you have the right to make a complaint to the Information Commissioner's Office (www.ico.org.uk) if you think that any of your rights have been infringed by us.

If you have any concerns or complaints about the way we use your personal information, please contact the Operations Director.

8. Other important information

8.1 Security and storage of personal information

Cornerstone Collective is committed to keeping your personal information safe and secure. We have appropriate and proportionate security policies as well as organisational and technical measures in place to help protect your personal information. Your personal information is only accessible by appropriate staff, volunteers and contractors, and is stored securely with features to prevent unauthorised access.

8.2 Lawful basis for processing your personal information

The GDPR requires us to rely on one or more "lawful basis" to use your personal information. We consider the basis listed below to be relevant:

- Where you have provided your consent for us to use your personal information in a certain way (for example, we will ask for your consent to use your personal information to send you email updates).
- Where necessary so that we can comply with a legal obligation to which we are subject (for example, where we are obliged to share your personal information with regulatory bodies which govern our work and services).
- Where there is a legitimate interest in us doing so. The GDPR allows us to collect and use your personal information if it is reasonably necessary to achieve our or others' legitimate interests (as long as that use is fair, balanced and does not unduly impact your rights).

In broad terms, our "legitimate interests" means the interests of running Cornerstone Collective as a charitable entity and pursuing our charitable aims. When we use your personal information to achieve such legitimate interests, we consider and balance any potential impact on you (both positive and negative), and your rights under data protection laws. We will not use your personal information for activities where our interests are overridden by the impact on you, for example where use would be excessively intrusive (unless, for instance, we are otherwise required or permitted by law).

8.3 Links and third parties

We link our website directly to other sites. This Notice does not cover external websites and we are not responsible for the privacy practices or content of those sites. We encourage you to read the privacy policies of any external websites you visit via links on our website(s).

8.4 Children's personal information

When we process children's personal information where required (for example, for our Children's ministry), we will not do so without their consent or, where required, the consent of a parent/guardian. We will always have in place appropriate safeguards to ensure that children's personal information is handled with due care.

9. Who can I contact about data at Cornerstone Collective?

If you have questions about privacy or have a concern or complaint about our handling of personal data, you can contact our Operations Director, who will investigate the matter: anna@cornerstone-collective.org Ramilies Road Chapel Building, Ramilies Road, Liverpool, L18 1ED.

10. Changes to this Notice

We may update this Notice from time to time. We will notify you of significant changes by contacting you directly where reasonably possible for us to do so and by placing an updated notice on our website. This Notice was last updated in January 2021.



Cornerstone Collective of Churches Expenses Policy

Statement of purpose for this expenses policy

This policy applies to all employees and volunteers of the Cornerstone Collective and its individual church components. It is a framework that covers how an employee can claim and be reimbursed for reasonable and authorised expenses that are incurred while doing business for Cornerstone Collective. Cornerstone Collective will reimburse all reasonable expenses which employees have wholly, necessarily and exclusively incurred in the proper performance of their duties, provided they fully comply with this policy.

Cornerstone Church expectations and policy compliance (employees and Elders responsibilities)

As an employee, you are expected to:

- Behave honestly, responsibly, and within the guidelines of this policy (e.g. keep costs low).
- Claim for expenses promptly, or as soon as is practicable after the expense has been incurred. Expenses claim forms should be submitted no later than the end of the month following the month in which the expense has been incurred.
- Follow the approved claim process. In order to reclaim expenses incurred you must submit a Cornerstone Collective expenses claim form, accompanied by itemised receipts for the expenditure to an Elder/Pastor for their consideration and approval. The submission of receipts and claim forms should be in PDF electronic format and emailed in for assessment of the claim; this allows for claims to be processed as swiftly and efficiently as possible. In the absence of an official receipt, other evidence of the expenditure provided by the claimant will be considered by the Elder/Pastor, and if deemed to be satisfactory evidence the claim will progress to submission to the Cornerstone Collective finance team. All expenses will only be reimbursed if they have been approved by an Elder/Pastor and the Cornerstone Collective finance team. If you are uncertain as to whether an expense will be reimbursed you should seek clarification from the Cornerstone Collective finance team.
- Provide details on the claim form of what the expense was for, when it was incurred, and what the purpose of the expense was in relation to Cornerstone Collective business.

As Elders/Pastors/Finance team, you are expected to:

- Check that purchases/expenses comply with this policy.
- Approve and reimburse them promptly.
- Ensure they are claimed promptly

If employees do not comply with this policy, Cornerstone Collective can delay reimbursement or reject claims. Persistent or deliberate non-compliance may result in disciplinary action.

Fraud, Bribery and corruption

- Cornerstone Collective has a zero-tolerance approach to fraud, bribery and corruption in any form.
- Cornerstone Collective will comply with any relevant legal frameworks it falls under relating to fraud, bribery and corruption.
- In respect to fraud, any attempt to falsely or knowingly claim expenses in breach of this policy and the procedures outlined within it will result in action being taken in accordance with Cornerstone Collective's disciplinary procedure.

Expenses categories - what is claimable

Travel-related expenses

Employees who are required to travel for their work will have travel expenses covered by Cornerstone Collective as long as they comply with the following guidelines:

- All travel for Cornerstone Collective should use the cheapest appropriate means of transport.
- Mileage may be claimed for when employees use their own cars for Cornerstone Collective business so long as business insurance is in place upon the car and its driver (Cornerstone Collective is not responsible for appropriate insurance to be in place for its employees). The rate of payment is 45 pence per mile for the first 10000 miles a year, and 25 pence per mile thereafter.
- For a mileage claim to be accepted, records of locations driven from and to, along with the miles completed must be detailed on the claim form.
- Alongside claims for mileage, employees may also claim for any relevant and necessary toll fees (e.g. Mersey tunnels, the Mersey bridges) so long as the routes detailed required the use of these tolls being incurred. If receipts (online or otherwise) are available to support the claims, they will help to ensure swift processing of the claims.
- Public transport will be accepted means of transport in all circumstances where such use is reasonably convenient. When booking train tickets, only standard class tickets will be reimbursed, and it is expected that employees look to book tickets of best value e.g. booking advanced tickets rather than on the day fares. If fares claimed for are seen as excessively large, further details of why those tickets were chosen may be required of the claimant.
- Taxi fares will be reimbursed if it is deemed that alternative forms of transport were not appropriate, and upon the presentation of official receipts.
- Car hire may be approved for business of Cornerstone Collective employees as long as reasons for the hire are provided, and reasonable cost-minimisation is taken into account when bookings are made. It may also be of cost benefit to hire a car rather than claim mileage expenditure on longer journeys, so this is something employees at Cornerstone Collective are encouraged to consider/investigate when making transport arrangements.
- Any air travel for business of Cornerstone Collective will require approval from the Elders before booking can take place. This approval will require details of the purpose of the travel, the benefits to Cornerstone Collective of the travel taking place, as well as due care being taken to minimise the cost of flights.
- The following travel-related expenses are acceptable and will be reimbursed upon full completion of the expenses claim form:
 - One check-in bag if required upon a trip.

- Parking costs at any location visited for Cornerstone Collective business (including airport parking if necessary, but alternative arrangements are to be considered first, and then advanced booking of airport parking is expected where reasonably possible to minimise the expense).
- Visas/ESTAs where required.
- Tips (up to 15% unless already included in the bill)

Accommodation

- Where it is necessary to stay overnight in a location away from home, if a hotel room is necessary it will be reimbursed by Cornerstone Collective so long as costs are kept to a minimum. It is expected that a hotel room should not exceed £100 per night unless it is in central London where costs are likely to be more, but not in excess of £180 per night. If costs are likely to rise above these levels, pre-approval from Elders may be required before booking takes place.

Food and hospitality

- Employees may claim for meals while staying overnight away from home, or if travelling for Cornerstone Collective business before 7am or after 8pm.
- The maximum spend limits are (per person, and not inclusive of alcoholic drinks – these may not be claimed as expenses):
 - In-between meals refreshments (e.g. coffees) up to £5
 - Hotel breakfast - £15
 - Other breakfast - £10
 - Lunch - £15
 - Dinner - £25
- Hospitality expenses may be claimed where Cornerstone Collective business requires it. The expenses should be kept to a minimum where appropriate e.g. conduct meetings in the church buildings where at all possible rather than in coffee shops etc. However, if expenses are incurred relating to hospitality, the above limits will apply to persons involved. Itemised receipts will be required to show the costs incurred, along with details of who was involved and the reasons for the hospitality taking place in relation to Cornerstone Collective business.

Other expense types

- Subscriptions for items required by Cornerstone Collective should ideally be set up to be paid directly from the Cornerstone Collective account, but if this is not possible, a claim can be submitted to reimburse the expense if it is approved as an appropriate expense.
- Items required to fulfil the business of Cornerstone Collective churches such as stationary, computer consumables, postage costs will be reimbursed when claimed for with the necessary required details regarding their purpose.
- Books and other theological resources are available within the Cornerstone Collective churches, but if further resources are required these will be reimbursed providing they are for direct use in the ministry of the churches and approved (with receipts as evidence) via the appropriate persons processing claim forms.
- Any other expenses incurred for the purposes of employment within Cornerstone Collective that are not covered in this policy will be considered on their individual merit as long as the required details of the purpose of the expense as well as relevant evidence (receipts etc.).

