



CATHOLIC SYRO-MALABAR EPARCHY OF GREAT BRITAIN

Bishop's Office, St. Ignatius Square, Preston, Lancashire,
United Kingdom, PR1 1TT, Tel: +44 1772 587186

Email: bishop@csmegb.org,

Website: www.eparchyofgreatbritain.org

Registered Charity Number: 1173537

STAFF/VOLUNTEER HANDBOOK (AN ESSENTIAL POCKET GUIDE FOR STAFF/VOLUNTEERS RENTERING THEIR SERVICES TO THE EPARCHY) (AUGUST 2023)

CSMEGB STAFF/VOLUNTEER HANDBOOK

The law of England and Wales does not recognise the Catholic Church as a legal entity in its own right but sees it as an unincorporated association with no legal personality. That is why Syro-Malabar Eparchy in Great Britain was registered as a charity to establish a domestic law structure such as a trust or a corporate charity to hold and manage a property and otherwise conduct our affairs in accordance with domestic law.

Usually, a Catholic Charity will have a Canonical structure and a structure adopted for the purposes of compliance with the Civil law. The property of an Eparchy will be held on charitable trusts or by charitable corporations and registered as a charity. The property needs to be held in this way because Canon law does not form part of the law of England and Wales and does not therefore provide a vehicle accepted by Civil law to hold the property.

In practice, the authority of the bishop is protected in diocesan charities by giving him the power to appoint and remove trustees and a veto over key powers dealing with property. The Eparchy falls into the category of a Catholic Church charity because it is controlled by a public juridical person and it owns ecclesiastical goods. Within the Eparchy we have parishes and Missions. They are said to be under the authority of the Eparchial bishop but entrusted to a parish priest. The legal title to parish property tends to be held by the Eparchial trust because the parish has no Civil law status. Parishes are not separately registered as charities, as they rely on the Eparchial registration.

This Priest handbook aims to be a practical guide about how to effectively operate our Eparchy as a charitable society. This book provides all the basic information and the legal and regulatory requirements needed with regard to Safeguarding, Data Protection, Finance and Health and Safety. This is not an exhaustive list. However, it does illustrate the basic information in all these above areas.

Mar. Joseph Srampickal
Catholic Syro-Malabar Eparchy of Great Britain.

Date. August 2023

GUIDANCE ON SAFEGUARDING (SG)

Safeguarding is a set of measures taken to protect the health, well-being, and human rights of individuals, which allow children, young people, and people with care and support need to live free from abuse, harm and neglect. Abuse is a form of maltreatment, and someone may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children Act 1989 defines anyone under the age of 18 years as a child. The six principles of safeguarding are empowerment, prevention, proportionality, protection, partnership and accountability. In order to develop the highest calibre regime of safeguarding within the Catholic Church in England and Wales, Catholic Safeguarding Standards Agency (CSSA) was established in 2021 which provides a regulatory professional standard function to meet the needs of the ‘One Church’ going forward. The Catholic Syro-Malabar Eparchy functions as a partner organisation of the Catholic Safeguarding Standard Agency. CSSA will have the authority to ensure that each partner organisation is complying with the published standards such as:

- Safeguarding is embedded in the Church body’s leadership, governance, ministry and culture,
- Communicating the Church’s Safeguarding Message
- Engaging with and caring for those who report having been harmed,
- Effective Management of Allegations and Concerns
- Management and Support of Subjects of Allegations and Concerns (respondents)
- Robust Human Resource Management

- Training and Support for Safeguarding
- Quality Assurance and Continuous Improvement

All clergy, religious, lay employees and volunteers are required to report allegations of abuse, and concerns to the safeguarding lead within the diocese or religious order, who will ensure a referral is made to statutory authorities within 1 working day. If a child or young person, or an adult, is in immediate danger this must be reported immediately to the Police by calling 999.

SAFEGUARDING STRUCTURE FOR CSMEGB

I. Safeguarding sub-committee chair – V. Rev. Dr Antony Chundelikkat

II. Safeguarding coordinator – Dr Shibu Velutheppilly

III. Safeguarding officer – Lisha Mathew

IV. 12 Regional Safeguarding Coordinators from 12 regions –

Birmingham (safeguardingbirmingham@csmegeb.org),

Bristol & Cardiff (safeguardingbristol&cardiff@csmegeb.org)

Cambridge (safeguardingcambridge@csmegeb.org)

Canterbury (safeguardingcanterbury@csmegeb.org),

Leeds (safeguardingleeds@csmegeb.org),

Leicester (safeguardingleicester@csmegeb.org),

London (safeguardinglondon@csmegeb.org),

Manchester (safeguardingmanchester@csmegeb.org),

Oxford (safeguardingoxford@csmegeb.org),

Preston (safeguardingpreston@csmegeb.org)

Southampton (safeguardingsouthampton@csmegeb.org), and

Scotland (safeguardingscotland@csmegeb.org).

V. Local safeguarding representatives from each CSMEGB parish/ mission/proposed missions

STAFF/VOLUNTEER RESPONSIBILITIES ON SAFEGUARDING

- Responsibility for promoting safe practice in all activities in the Mission; Facilitates safer recruitment process at Parish/Mission level.
- Responsibility to report any incidents of safeguarding nature.
- Acts as ID verifier for DBS process.
- Needed to be a trained person so that they have a sound knowledge of safeguarding policies and procedures.
- Trains other volunteers to implement safeguarding policies and procedures at Parish/Mission level.
- Ensure the safety of all children and young people by ensuring group sessions are safely planned and effectively supervised;
- Foster teamwork and co-operation between everybody, promoting trust and mutual respect;
- Discourage and stop rough or dangerous play, bullying, inappropriate language or other inappropriate behaviour;
- Treat all children and young people fairly and not show favouritism;
- Be positive, approachable and offer praise to promote the objectives of the group always;
- Listen sensitively and encourage communication between adults and children or young people;
- Respond to concerns and allegations promptly and appropriately in line with national procedures;
- Ensure the rights and responsibilities of children and young people are enforced;
- Promote the full participation and involvement of all children and young people, recognising and addressing the additional needs of some children and young people

e.g. disability; Constructively challenge all discrimination and encourage.

For further information, including safeguarding policy, please visit – <https://eparchyofgreatbritain.org/safeguarding/> and <https://catholicsafeguarding.org.uk/> **For access to safeguarding forms, please visit: <https://catholicsafeguarding.org.uk/resources/safeguarding-forms/> **CSSA’s advice Line – 0207 901 1920****

DATA PROTECTION (DP) GUIDANCE FOR STAFF/VOLUNTEERS

In the United Kingdom, the data protection regime is mostly set out in the parliamentary legislations of Data Protection Act 2018 (DPA 2018), UK General Data Protection Regulation (UK GDPR) and through the common laws on duty of confidentiality. Any organisation that collects and process personal data of others in the UK will have to comply with the above regimes. Therefore, it is the responsibility of every staff/volunteer to make sure they adhere to data protection requirements by following its policies/procedures when handling data within the Eparchy.

CSMEGB DATA PROTECTION FRAMEWORK STRUCTURE

- ❖ **Data protection lead – V. Rev. Dr Antony Chundelikkat**
- ❖ **Data protection officer (DPO) – Mr. Paul Antony**
- ❖ **Records management lead – Mrs. Ancy Johnson**
- ❖ **IT Infrastructure lead – Mr. Jimmy Mathew**
- ❖ **12 regional DP coordinators from 12 regions: Birmingham, Bristol & Cardiff, Cambridge,**

Canterbury, Leicester, Leeds, London, Manchester, Oxford, Preston, Southampton and Scotland.

- ❖ **Data protection local representatives from each parish/ mission/ proposed mission**

STAFF/VOLUNTEER DATA PROTECTION RESPONSIBILITIES

- I. Any new technologies, initiatives, software applications (website hosting, Data Base Management System, slot booking software, use of any App, conducting surveys, social media platforms, electronic form etc) supplied by a third-party vendor/organisation involving personal data in the parish, missions, proposed missions must only be done so by prior approval of the Priest in charge who will need to get authorisation from **CSMEGB's Data Protection Commission**.
- II. You must gain prior authorisation from priest in charge/data protection team to collect, use and process personal data of existing CSMEGB members or any new members from the public, if the data collected is for a new purpose.
- III. It is mandatory that Any data shared with a third-party organisation outside of the CSMEGB parishes, missions, and proposed missions must be done so only with the prior approval of the CSMEGB Data Protection team. When in doubt, always seek advice from the CSMEGB data protection officer (dataprotection@csmegeb.org)

Data Security - IT Security, E-mails, Cyber, and Use of Social Media Platforms

- Staff/Volunteers to keep data secure and confidential always.
- Staff/volunteers to make sure, only role-based and authorised individual to be allowed to have access to personal data i.e. priest in-charge, catechism head teachers, Commission Leads, Treasurer, DP local representative etc.
- Only use CSMEGB given IT equipment to store and manage Eparchial data i.e. personal computers, memory sticks (must be encrypted), mob phones must not be used. If staff/volunteers need to work on an electronic file at home using own IT equipment, this needs to be authorised by the priest-in charge on a case-by-case basis and a written sop to be in place for process evidence.
- To ensure, staff/volunteer use social media platforms like **Facebook/Twitter/WhatsApp** for communication purposes only and not for sharing/disseminating any data of individuals within the Eparchy.
- To ensure to use only CSMEGB e-mail domains (@csmegb.org /@csmegb.net) for correspondence i.e. when sending and receiving information belonging to the Eparchy. All emails remain the property of the CSMEGB and represent part of the organisation's corporate history. It is for this reason that private email accounts should not be used to conduct CSMEGB official functions. Using staff/volunteer private email accounts (google mails/yahoo etc) for Eparchial correspondence must be avoided.

Physical Storage Location and Security

- Hard copy/physical printed files must only be stored in the Parish/ Mission/Proposed Mission storage facility; it must be stored in a locked drawer/filing cabinet and the key is securely kept in a key safe.
- Hard copies (printed documents) must not be taken home for storage. In exceptional circumstances where data may have to be taken out and stored overnight, this must be pre-authorised by the priest in-charge and recorded in a log-sheet for audit trail purposes. Where transporting personal or confidential data, a locked container/bag must be used.
- Do not allow unauthorised people into areas where personal or confidential data is kept unless supervised.

Postal Service

Some examples of documents that may need added protection when sending by mail are Birth/Baptism/Marriage Certificates, Passport/Driving Licences, Registration forms (member/children etc), Bank statements/tax return form and other financial information.

- Always send the above category of information by post - **‘Royal Mail Signed For’** or **‘Royal Mail Special Delivery Guaranteed’** or **‘Private Courier’**. Ensure that the address is written clearly and marked ‘private and confidential’ and in indelible ink and ensure post is sent to a named person or department. Include a ‘return to sender address’ on the back of the envelope and confirm receipt with the intended recipient as early as possible.

Data Storage, Management & Data Destruction

- The priest in-charge as the ‘Information Asset Owner’ for the parish must ensure that records are retained and destroyed in accordance with the Records Management Policy and Procedure of the Eparchy (this is available on the Eparchy website).
- The local data protection representative to help the priest-in charge with the annual data audit exercise within the parish/missions/proposed missions.

Data Breach Reporting and Investigation

- The Parish/Mission/Proposed Mission local data protection representative will need to log and investigate (with the help of the priest in charge) all suspected and actual data security breaches using the data breach reporting form (available on the Eparchial website). Common data protection breaches are: - loss of data, theft, unauthorised disclosure, corruption of information, a network security breach, loss or theft of a computer, password misuse, sending data to a wrong intended person, not using Eparchial e-mails for correspondence etc.
- It is the responsibility of the **data protection local representative** to investigate the data breach initially once it is logged. If found to be a severe, a high-risk breach, this must be immediately escalated to the Eparchial **Data Protection Officer** (dataprotection@csmegeb.org) for further investigation.

Data Protection Training:

- Staff/volunteers who handle personal data are required to be up to date on the data protection training requirements provided by the Eparchy.

THE GOLDEN RULE ON Data Protection: Treat others personal data securely as you would expect others to treat yours.

For further information on data protection, including policies/forms, please visit our website - eparchyofgreatbritain.org/information-governance Contacts info:

Eparchial Data Protection Lead on
protosyncellus@csmegb.org OR

Data Protection Officer (DPO) on dataprotection@csmegb.org

GUIDELINES ON EPARCHIAL FINANCE MATTERS

AIM

To maintain Accuracy, Transparency & Accountability (ATA) in managing the financial transactions of Parishes, Missions & Proposed Missions. The Eparchy (CSMEGB CIO) is committed to upholding the values of charity, responsibility, accountability, and transparency as the hallmarks of Eparchy's stewardship. Eparchy's financial resources are managed in the best interest of the Eparchy and Parish/ Mission/Proposed Mission.

GENERAL

- The CIO Trustees exercise their Powers through the Eparchial Finance Office
- An accountant and an internal auditor may be appointed in every Parish, Mission, or Proposed Mission, as per the procedure prescribed by the CIO Trustees
- Accountant Shall record all the incoming and outgoing transactions, in such a way, as prescribed by the CIO Trustees
- Accountant shall keep the bank statements, cheque books, and pay-in books.
- As and when required by the Parish Priest /Mission Director and/or custodians, the accountant shall prepare cheques and vouchers and will submit them for authorisation.
- The accountant shall raise any discrepancies on any transaction to the Parish Priest/Mission Director only.
- Strict adherence to the Finance Control policy of the CIO is the primary responsibility of the accountant.
- The Internal Auditor shall perform internal auditing as per the guidelines given by the CIO Trustees, which is in compliance with the Financial Control Policy of the CIO.

INCOME

A. Donations

- Donations may be received/ collected through cash, cheque, or bank transfer, either by one off payments or as recurring payments (standing orders)

- It is the sole discretion of the donor to choose the mode of payment.
- Proper receipts may be issued in the prescribed format, wherever appropriate
- For any cheque received for £3000 or above, a copy (hard or soft copy) must be kept at the Parish/Mission/Proposed Mission.
- It is highly recommended to keep copies (hard or soft copies) of all cheques received, irrespective of their value.
- Any one-off donation above £1000 may be informed to the CIO Trustees immediately, through the Finance Office
- All donations must be recorded as per the accounting format prescribed by the CIO Trustees
- Any donation which contradicts the Constitution of the CIO or the Law of the Land may be rejected and the same may be informed to the Trustees, in writing, immediately.

B. Fundraising

- **Prior approval** from the CIO Trustees is needed for **all Fundraising programs** for Other Charities (Organizations) and for charitable activities, both in the United Kingdom and abroad
- **Any fundraising activity of any amount**, including those by pious organizations, must get **prior approval** from the Trustees of the CIO.
- An application in writing must be submitted to the Trustees, a minimum 30 days prior to the commencement of the program.

- Every payment for a charitable purpose is carried out with the knowledge and approval of the Trustees of the CIO. There must be adequate records such as minutes of the Parish Council, requests from the Parish priest to the Trustees of the CIO, and the approval of the CIO Trustees **before commencing** the fundraising for a particular cause. Any charitable activity **of any amount** either **in Great Britain or abroad**, even from the common fund (without any specific fundraising), must get **prior approval of the Trustees of the CIO**.

C. International Transactions

- **All international payments of any amount**, charitable or otherwise, must be carried out through the Eparchial Finance Office.
- **International payments of any amount for charitable purposes need prior approval of the Trustees of the CIO**. For all other purposes, the Trustees' approval is required for amounts above £5,000.
- All international payments, charitable or otherwise, must be made directly from the bank account of the Parish/Mission/Proposed Mission. **No such payments must be made to the bank account of any parishioners or other parties in the UK.**
- The mode of international payment can be made through cheque or bank transfer.
- They should get proper evidence of the payments and the acknowledgment of receipt from the beneficiary.
- All Fundraising Programs must be adhered to the Fundraising Policy of the CIO

EXPENDITURE

A. Petty Cash

- Petty Cash Float is £300
- Any expenditure up to £100 only, can be paid through petty cash.
- All the bills/invoices of the petty cash expenses may be attached to the corresponding entry in the accounting software COMPRES.
- Wherever required, the provided petty cash vouchers may be used.
- Petty cash reimbursement form may be used to replenish the float.

B. Other Payments

- All payments may be approved by the Parish Priest/ Mission Director and signatory custodians, subject to the below clauses regarding payment authorisation limit. This authority can only be used, as derived from the *Predhinidhi Yogam* or *Pothuyogam*, as appropriate.
- Any payment up to £5000/- may be approved by the Parish Priest / Mission Director and one of the Bank Signatory Custodians.
- Any payment between £5000/- and £10000/- may be approved by at least one of the CIO Trustees. A request may be made to the Trustees in the prescribed format.
- If the total amount of any expenses (invoices, or contract) together or in part exceeds £10,000, even if the amount is paid in instalments or there are different invoices for the same project or expenses of less than £5000, **prior approval** from the Trustees of the CIO must be obtained.

- All payments other than petty cash payments, may be made by cheque or through the online bank transfer.
- For online Bank Transfer, one of the signatory custodians must make a request to the Parish Priest/Mission Director along with the evidence(invoices, receipts etc), by email, to authorize the Finance Office to do the needful. The Parish Priest/Mission Director, upon receiving the email, should forward the same email to the Finance Office with his comments and final authorization, with a copy to the accountant with the proper evidence (Invoices, receipts etc) of the payment.
- All payments must be supported by Bills/Invoices/receipts. Wherever it is not possible to have bills/invoices/receipts or are missing, vouchers may be used in the prescribed format provided by the Finance Office
- All Payments must be recorded as per the accounting format prescribed by the CIO Trustees
- Copies (hard or soft copy) of all cheques issued (irrespective of their value) must be kept at the Parish/Mission and need to be submitted to the Eparchy Finance Office upon request.

Bank Account

- All Parishes, Missions, and Proposed Missions will be issued a Bank Account by the CIO
- No other bank account shall be permitted for all Parishes, Missions and Proposed Missions

Gift Aid

- Gift Aid can be claimed only for eligible donations (as defined by HMRC)

- Eligible donations are the ones where the donor signs a Gift Aid Declaration Form and declares his/her tax status.
- Only voluntary contributions without any pre-request of a specified amount are considered as donations.
- All Gift Aid claims may be submitted to the Finance Office, in the prescribed format, on a financial year basis.
- The Trustees reserve the right to charge any administrative expenses to process the same.

Offerings Records

- Please ensure that the offerings' sheets are duly filled and maintained properly.
- Please ensure that the amount in the offerings sheet and in the bank statement are reconciled (one and the same).
- **The cash received through offerings should not be used for paying any expenses. It must be fully deposited in the bank account either directly or through any post office counters, and not through personal bank accounts.** Any cash expenses may be met from petty cash float.
- If the cash from the offerings is used for expenses and the rest is deposited in the bank, then it is against the rules laid down by HMRC to claim gift aid for the offerings.

For any further information, please contact: -

Rev. Fr Joe Mathew Moolecherry VC
Finance Officer
financeofficer@csmegeb.org

Mr Jose Antony
Finance Secretary
Finance@csmegeb.org

HEALTH & SAFETY RESPONSIBILITIES

Health & Safety Commission

Catholic Syro-Malabar Eparchy of Great Britain is committed to the Health, Safety and Welfare of all our Priests, registered members, staff, volunteers and the members of the public that use our premises as we recognises that it is our legal and moral duty to protect their safety.

Our aim is to ensure, so far as is reasonably practicable, that our activities are carried out safely and our premises are a safe work and worship environment for all by controlling the hazards in and around our premises and the hazards caused by what we do. We will endeavour to provide the necessary resources to develop and maintain policies and procedures, facilitating a safe and healthy workplace to prevent injury and ill health.

We will make sure that you are kept safe by carrying out routine inspections and performing health surveillance in our premises and equipment as required. Risk assessments have been completed and will be reviewed on a regular basis. We will consult with you about Health and Safety and provide you with the information, instruction, supervision and training that we consider is necessary.

It is reminded that you are responsible for your own safety and the safety of others who use these premises. Hence you are requested to help us maintain a health and safe work and worship environment by reporting hazards, accidents & Incidents, and dangerous occurrences and to follow safety instructions and signs.

In this section you can find key policies and guidelines to help us stay safe. Health and Safety is not about preventing people from doing things but is about working together to keep all of us safe and healthy.

Health & Safety

Health and Safety is about reducing the chance of someone being harmed by keeping people safe from injury or disease. It is not about eliminating all risk (which is impossible) but controlling it to bring it to acceptably low levels.

Health & Safety law is there to stop you getting hurt at work and stop you getting ill because of work. There are three fundamental reasons for managing Health & Safety in any organisation. They must ensure that their activities do not harm their employees, contractors, visitors, or the public. They are morally, legally and financially obliged to do so.

Similarly, there are three main health & safety legislations in UK.

Health & Safety at Work Act 1974

Management of Health & Safety at Work regulations 1999.

Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013. (RIDDOR 2013)

Who regulates the Health & Safety Law?

- Health & Safety Executive
- Local Government
- Police
- Fire Brigade

- Care Quality Commission
- Care Inspectorate

Health & Safety Commission structure



As an employee/volunteer / visitor / priest;

- you need to work in the way you have been trained.
- Be careful about your own and other people's health and safety.
- Co-operate with your employer / organisation about health & safety.
- Tell someone if you think you or others are at risk at work.

As the responsible person / persons for the Health & Safety of your church;

- Make sure Eparchy's Health & Safety policy and procedures are followed.
- To ensure that reasonable precautions are in place in your church to keep it safe for those who use it.

- To ensure adequate supervision is always available and safe systems of work / activities are complied with.
- To be familiar with Health and Safety Regulations relating to church premises procedures that are intended to keep people safe from injury or disease.
- To provide and maintain a healthy working environment including adequate welfare facilities.
- To carry out routine health & safety checks / tests in your premises and maintain records of it.
- To ensure adequate firefighting equipment is available in your premise and maintained.
- To ensure routine maintenance is carried out for equipment / utilities / fixtures in your church and the certificates are either displayed or filed for reference and records.
- To ensure all accidents, incidents and near misses are recorded and reported.
- Ensure training needs are identified and kept up to date.
- Include H & S on the agenda of church committee meetings.
- Separate Risk assessments must be carried out for each area, task or activity and reviewed as required.
- Risk Assessment is central to Health and Safety and is a requirement of the law. It is a careful examination of what, in your work / activity, could cause harm to people, so that you can evaluate if you have taken enough precautions or should do more to prevent harm. The people that use our premises could be very young, very old, disabled or have other needs that need to be taken

into consideration. Every situation is different, and the needs of every congregation vary.

- To appoint at least one competent person to oversee, supervise and assist in all matters of health & safety and complying with legislation.
- To appoint people to take charge of First Aid arrangements.
- To ensure records of Fire safety, Gas safety, Electrical safety and Water safety are reviewed and maintained.
- If you are sharing the premises, it is necessary that you coordinate and cooperate health & safety activities with the other party. Information from risk assessments and preventative measures must be exchanged between.
- Consult your Regional Health & Safety Coordinator for any advice and guidance.

For any further information, please contact: -

V. Rev. Fr. Jino Arikkaatt – Chairman, Health & Safety Commission

Email: syncellusproperty@csmeqb.org

Mr. Saji Maliekal, Health & Safety Coordinator

Email: healthandsafety@csmeqb.org

