

St Paul's Church, Spennymoor Statement of Safeguarding Principles

The Church of England and the Methodist Church work in partnership with other Christian Churches and other agencies in delivering safeguarding. The following statement of principles appears at the head of each safeguarding policy:

We are committed to:

- The care, nurture of, respectful pastoral ministry with all children, young people and all adults.
- The safeguarding and protection of all children, young people, and all adults;
- The establishment of safe caring communities which provide a loving environment where victims of abuse can report or disclose abuse, and where they can find support and best practice that contributes to the prevention of abuse.

To this end:

- We will carefully select, support, and train all those with any responsibility within the Church, in line with the principles of Safer Recruitment. We will respond without delay to every complaint made, that any adult, child or young person may have been harmed. We will cooperate with the police and local authorities in any investigation.
- We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and / or isolation.
- We will seek to protect survivors of abuse from the possibility of further harm and abuse.
- We will seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility where they are trusted by others.
- We will seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities regarding any member of our Church community known to have offended a child, young person, or adult who is vulnerable.

In all these principles we will follow legislation, guidance, and recognised good practice.

The PCC adopted this policy on

Policy to be renewed on

Incumbent

PCC Secretary

St Paul's Church, Spennymoor: Parish Policy for Safeguarding of Children, Young People and Vulnerable Adults

The PCC adopts the Durham Diocesan Safeguarding Policy and in accordance with the Durham Diocesan Safeguarding Policy our church is committed to:

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

The Parish will:

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

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

This church appoints _____ as the Parish Safeguarding Officer

The PCC adopted this policy on

Policy to be renewed on

Incumbent

PCC Secretary

St Paul's Church, Spennymoor Policy for Responding to Domestic Abuse

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

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

We recognise that:

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

We will endeavour to respond to domestic abuse by:

In all our activities -

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

In our publicity -

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

When concerns are raised -

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

In our care -

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

If you have any concerns or need to talk to any one please contact

The PCC adopted this policy on

Policy to be renewed on

Incumbent

PCC Secretary

St Paul's Church, Spennymoor Personal Safety Policy

Events in recent years have suggested that it is sensible for all Christians, in their places of worship, take all reasonable precautions to ensure their personal safety. There is no need to be unduly alarmed but we should endeavour to minimise risks to people as well as to property.

In order to ensure that all those visiting or working in the church are as safe as possible, you are advised to read and follow the following advice.

1. If possible, always ensure that there are at least two of you in the church at any one time.
2. It is sensible to let someone know that you are going to the church, and roughly at what time you hope to be leaving and returning home.
3. If visitor(s) come to the church, try to ensure that you are always nearer to the door than the visitor(s) in case you need to make a quick exit.
4. If you have one, ensure that you have your mobile phone with you, preferably turned on so that an emergency call can be made as quickly as possible.
5. If someone demands money or goods from you, hand these over. Do not feel the need to be a 'hero'!

The PCC adopted this policy on

Policy to be renewed on

Incumbent

PCC Secretary

St Paul's Church, Spennymoor Ex-offenders policy

Introduction

The Church of England's practice guidance on Safer Recruitment¹ requires that all parishes have a written policy statement on the recruitment of ex-offenders.

The practice guidance states:

Applicants for paid and volunteer positions must be clear about how they will be treated if they are ex-offenders.

This means that each Parish/PCC needs to have a statement, with this in mind the following Policy Statement is provided to be used in the churches and parishes of the Diocese of Durham.

The policy below is taken from a sample statement issued by the Disclosure and Barring Service (DBS)².

In the following Policy Statement, the term 'we' refers to any PCC, deanery or other group/organisation which formally adopts this statement.

Policy Statement

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974³ (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the code of practice⁴ and undertakes to treat all applicants for positions fairly
2. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
3. We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about⁵. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
4. We can only ask an individual about convictions and cautions that are not protected

¹ Church of England Safer Recruitment Practice Guidance: www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf (Section 2.3, July 2016)

² DBS Sample Policy: www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders/sample-policy-on-the-recruitment-of-ex-offenders

³ Full text available here: www.legislation.gov.uk/ukpga/1974/53

⁴ DBS Code of Practice: www.gov.uk/government/publications/dbs-code-of-practice

⁵ Where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended.

5. We are committed to the fair treatment of staff, potential staff or users of its services, regardless of race, gender, religion⁶, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
6. We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
7. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
8. We select all candidates for interview based on their skills, qualifications and experience
9. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
10. We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offence (see below regarding Responding to DBS Disclosures & Information)
11. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
12. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
13. We make every subject of a criminal record check submitted to DBS aware of the existence of the code of practice⁷ and make a copy available on request
14. We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Responding to DBS Disclosures & Information

The Church of England's practice guidance on Safer Recruitment⁸ states clearly that the Diocesan Safeguarding Adviser must be informed when there are disclosures of cautions, convictions,

⁶ See Appendix 1 for information about Genuine Occupational Requirements (GOR).

⁷ DBS Code of Practice: www.gov.uk/government/publications/dbs-code-of-practice

⁸ Church of England Safer Recruitment Practice Guidance: www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf (Section 2.3, July 2016)

reprimands or police intelligence in order to ensure that the relevance of the offences and associated risk are assessed.

4.4. The disclosure will be passed to the Diocesan Safeguarding Adviser for a risk assessment. The Diocesan Safeguarding Adviser is qualified to identify and assess the relevance and circumstances of offences and the risk. If the issues are complex he or she will ask for assistance from the Local Safeguarding Children or Adults Safeguarding Board. In very complex cases the advice of an independent specialist may be required. The Diocesan Safeguarding Adviser will make a recommendation concerning the suitability of the applicant to the person responsible for the appointment in line with the diocese's local arrangements. Should the applicant not wish the confidential declaration and / or the criminal record disclosure to be seen, which is entirely his / her choice, the application must not proceed further and must be terminated.

Additional Resources

In May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

Employers are no longer able to take an individual's old and minor cautions and convictions into account when making decisions. However, all cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, remain subject to disclosure.

In addition, all convictions resulting in a custodial sentence, whether or not suspended, remain subject to disclosure, as are all convictions where an individual has more than one conviction recorded.

Further guidance:

Information regarding the filtering of old and minor cautions and convictions which are now 'protected' and thus not subject to disclosure to employers.

<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/filtering-rules-for-dbs-certificates-criminal-record-checks>

How long do I have to disclose my criminal record for? Guide from *Unlock*
<http://hub.unlock.org.uk/wp-content/uploads/ROA-Unlock-A5-8pp.pdf>

NACRO Resettlement Resources

www.nacro.org.uk/resettlement-advice-service/

Appendix One

Genuine Occupational Requirements (GORs) Guidance⁹

This summary sheet has been developed for parishes, who are wishing to recruit to a vacancy which may require a genuine occupational requirement (there is a genuine need for the jobholder to be a practising Christian in order to undertake the role). This guidance is relevant for PCC employees and volunteers.

What is a GOR?

In very limited circumstances it will be lawful for an employer to treat people differently if it is a genuine occupational requirement that the job holder must be of a particular religion or belief. When deciding if this applies, it is necessary to consider the nature of the work and the context in which it is carried out. Jobs may change over time and organisations should periodically consider whether the requirement continues to apply, particularly when recruiting (*ACAS Guide on Religion and Belief in the Workplace*).

Implications to think about when applying a GOR

These are the types of questions an employer needs to ask itself before applying a GOR. This list is not exhaustive, and employers should undertake further research and obtain further advice if required.

- GOR argument is limited to matters which are absolutely necessary in order to undertake the professional activity in question.
- Need to be able to demonstrate and justify the reason for a vacancy requiring a GOR and relate it to the overall ethos of the organisation.
- A central function of the job must reflect the GOR
- There are clear links between the Christian purpose and ethos of the organisation, described in the organisation context section, and the job as stated in this description
- The GOR is clearly featured in the list of the main tasks in the job description
- The knowledge/skills/experience required to carry out the GOR and so reflect the ethos are clearly stated in the person specification
- It is important to remember that (as the ACAS guide makes clear) employers should consider whether there are alternatives to applying an occupational requirement. For instance, if only a small part of the job requires a Christian then it may be possible to redistribute work or re-organise roles in such a way as to avoid applying a religious requirement to a particular post. Alternatively it may be sufficient for an employee to have some awareness/knowledge of the Church rather than active belief.
- Think about whether the GOR needs to be denomination specific – in many cases it is likely to be sufficient for the GOR to cover a practising Christian in the CofE or another member denomination of Churches Together in England.

⁹ The information contained in this document is guidance only and is up-to-date at the time of writing. However, you should not rely exclusively on this document and certainly not replace it for professional advice. Parishes should always consider gaining further advice (including legal advice) before applying a GOR. The Durham Diocesan Board of Finance cannot accept liability for people's acts or omissions that are based solely on the contents of this document.

Useful websites

ACAS Guide on Religion and Belief in the Workplace

This covers information in relation to the Equality Act legislation and the implications for employers to consider in relation to religion and belief. Appendix 1 provides detail on GORs and the things for employers to consider.

http://www.acas.org.uk/media/pdf/f/l/religion_1.pdf

Diocese of London

The Diocese of London has a webpage about GORs and has listed seven main questions which employers should ask themselves before applying a GOR to a role

<http://www.london.anglican.org/kb/occupational-requirements/>

Examples of wording for Job Descriptions

The following are examples only of the types of wording which could be used/adapted to include in job descriptions and person specifications for where there is a GOR and/or duties reflected.

Parishes and employers need to review the requirement for a GOR and include wording on the job description and person specification to reflect the actual requirements for their role/vacancy.

- Note: In accordance with the equality act 2010 it is a genuine occupational requirement that the post holder is a practicing Christian and we would expect our <job title> to adhere to our values as a church.
- There is a genuine occupational requirement for the successful applicant to be a committed Christian. It will be necessary to work on <number> Sundays, <number> Saturdays per month and some evenings. There will be a requirement to work on those Public Holidays which are also major Christian feasts.
- There is a Genuine Occupational Requirement for the job holder to be a practising Christian:
 -
 - Vibrant and active Christian faith: this is essential for the credibility and performance of this role
 - Secure understanding of the Christian faith and ability to engage young people in faith issues
- Committed to:
 - Being an active member of the church.
 - Prayer, evangelism, bible study and worship and to personal spiritual development.
 - Develop, communicate and implement the vision for youth ministry within the church and in the community.
 - Engage in the vision, prayer and pastoral life of the church and to contribute to church-wide events.
- Hours of employment: <number> hours per week, including Sunday mornings and some evenings. One designated free day per week.
- Participate in the delivery of “special” services and events targeted at families and children
- Attend PCC and other church meetings as required

The PCC adopted this policy on

Policy to be renewed on

Incumbent

PCC Secretary

St Paul's Church, Spennymoor Whistleblowing Policy

TABLE OF CONTENTS

1. About this Policy
2. What Is Whistleblowing?
3. How to Raise a Concern
4. Confidentiality
5. External Disclosures
6. Protection and Support for Whistleblowers
7. Contacts

1. About this Policy

- 1.1 We are committed to honesty and integrity in our church life and we expect all involved to maintain high standards. Any suspected wrongdoing, including "covering up", should be reported as soon as possible.
- 1.2 This policy covers all ministers, officers, volunteers, employees and casual workers who are appointed by the Parochial Church Council.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. What Is Whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations. It also includes the following matters specific to this workplace.

3. How to Raise a Concern

- 3.1.1 If a child or vulnerable adult is at immediate risk you should contact the Diocesan Safeguarding Adviser on 07968034075 or the Police on 999 in accordance with the WDBF's Safeguarding Policy. In an emergency, call emergency services on 999 and then the Diocesan Safeguarding Adviser as soon as practicable. If you have received a direct allegation of abuse, but the child/adult is not in immediate danger you should contact the Diocesan Safeguarding Adviser (DSA) without delay, and in all circumstances within 24 hours
- 3.2 Otherwise, we hope that in many cases you will be able to raise any concerns with the person to whom you are responsible. However, where you prefer not to raise it

with that person for any reason, you should contact a Churchwarden or the Vicar. Contact details are at the end of this policy.

- 3.3 We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a friend, colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

4. Confidentiality

We hope that whistleblowing concerns can be voiced openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

5. External Disclosures

- 5.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing associated with church activities. In most cases you should not find it necessary to alert anyone externally.
- 5.2 The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

6. Protection and Support for Whistleblowers

- 6.1 We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.
- 6.2 If you have raised a safeguarding concern with the Diocesan Safeguarding Adviser (DSA) then the DSA will usually liaise with the Vicar about your support.
- 6.3 There is a confidential diocesan counselling service available to all clergy and licenced lay-workers in the diocese, as well as their spouses/partners, and dependent children who may self-refer as set out in the Diocesan Compendium Paper A15. The PCC may on request be able to arrange access to this service for the PCC's volunteers and employees.
- 6.4 Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the Churchwarden **OR** Vicar immediately. If you are an employee and the matter is not remedied you should raise it formally using our Grievance Procedure.
- 6.5 You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct you may be subject to disciplinary action. In some cases the

whistleblower could have a right to sue you personally for compensation in an employment tribunal.

6.6 However, if we conclude that a whistleblower has made false allegations maliciously or with a view to personal gain, the whistleblower may be subject to disciplinary action.

6.7 Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

7. **Contacts**

Churchwarden	Mr Chris Luke 07796137901 christopherluke@hotmail.co.uk
Vicar	Rev'd Matt Tarling 01388 327 603 revmatttarling@gmail.com
Public Concern at Work (Independent whistleblowing charity)	Helpline: (020) 7404 6609 E-mail: whistle@pcaw.co.uk Website: www.pcaw.co.uk

The PCC adopted this policy on

Policy to be renewed on

Incumbent

PCC Secretary

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Paul's Spennymoor

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The PCC of St Paul's Spennymoor is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of St Paul's Spennymoor complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at St Paul's;
- To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - o the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - o there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide "Keep or Bin: Care of Your Parish Records" which is available from the Church of England website [see footnote for link].

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the PCC of St Paul's Spennymoor holds about you;
- The right to request that the PCC of St Paul's Spennymoor corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the PCC of St Paul's Spennymoor to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, **(known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].**
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) **[Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]**
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the PCC Secretary Emma Blagburn on 07934539505 or emma@stpaulsspennymoor.co.uk .

You can contact the Information Commissioners Office on [0303 123 1113](tel:03031231113) or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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PCC Secretary