

# FULL LIST OF TEMPLATE POLICIES

Each local church must have in place a set of written Policies and Procedures that are relevant to that church. In addition, certain policies are required by law and each local church must have these essential policies and procedures in place if they are to meet current legal requirements.

In order to support local churches to develop appropriate policies and procedures, BISD have provided a full set of template policies covering a wide range of situations. There are many policies in this set and it is unlikely that every church will adopt every policy. These templates are provided as a useful tool and a starting point if a church identifies that a policy is needed.

15 policies have been identified as **ESSENTIAL**, meaning that according to the Charity Commission and other legal requirements these policies must be in place.

Template Policies should first be **adapted** as necessary to make sure that they are relevant to the local church.

Policies should then be **adopted** by the Board of Trustees.

Policies should then be **implemented** by the Board of Trustees, employees and volunteers.

Finally, policies should be **reviewed** after an agreed time period to ensure that they are still up to date and still implemented by the church.

There are a number of policies, for ease they have been sorted under the following categories:

1.                   Essential
2.    S              Safeguarding
3.    G              General
4.    CC             Charity Commission, Trustees and Governance
5.    HS             Health and Safety
- 5a.   HS             Fire
- 5b.   RA             Health and Safety Risk Assessment Checklists
6.    E              Employees, Workers and Volunteers
7.    F              Finances
8.    B              Premises and Buildings
9.    P              Matters Relating to the Pastorate
10.   I              Information Sheets
11.                 The Manual of the Church of the Nazarene 2017 to 2021

*These Policy Templates have been developed using up to date information as found on the internet. BISD provides these templates as guidance only and can take no responsibility for the accuracy of the content.*

*Local churches are responsible for adapting and reviewing the policies to ensure that they are up to date, and for seeking proper legal advice as needed.*

To access the template policies:

1. Go to [www.nazarenebisd.org.uk](http://www.nazarenebisd.org.uk). Click on “Policy Templates for Local Churches” at the top of the page.
2. Select the template policy that you need by category and left click on the appropriate link on the webpage.
3. This will open that folder on Googledocs, with a list of the template policies found in that folder.
4. If a box opens asking you to sign in to Google, close it as you do not need to sign in to Google to access these links.
5. Click on the appropriate Template Policy: this will open a web-based Word version of the policy.
6. Left-Click on DOWNLOAD icon, towards right of the document.
7. Save the Word version and work on it on your device.
8. If you have any problems, please contact the Business Manager (businessmanager@nazarenebisd.org.uk).

<b>1. 5 Essential Policies</b>			
Essential 1a	Safeguarding Policy	Essential 1a	Safeguarding Procedures
Essential 2	Safe Electronic Communication Policy		
Essential 3a	GDPR Policies and Procedures	Essential 3b	GDPR Forms
Essential 3c	GDPR Appropriate Policy Document	Essential 3d	Handling of DBS Certificate Information
Essential 4	Trustee Responsibilities: Checklist & Notes	Essential 5	Trustee Code of Conduct Policy
Essential 6	Trustee Conflict of Interest Policy	Essential 7	Trustee Expenses Policy
Essential 8	Legal Requirements for Displayed Notices in Church	Essential 9	Risk Management Policy
Essential 10	Basic Health and Safety Policy & Template Form	Essential 11	Equal Opportunities Policy
Essential 12	Finance Policy	Essential 13	Complaints Policy & Procedures
<b>2. 5 Safeguarding Policies</b>			
in Essential Policies	Safeguarding Policy	in Essential Policies	Safeguarding Procedures
in Essential Policies	Safe Electronic Communication Policy	in Essential Policies	Handling of DBS Certificate Information
S3	Domestic Abuse Guidelines	S4	Sex-Offender Contract
S5	Sleepover Policy	S6	Recruitment of Ex-Offenders
<b>3. 5 General Policies</b>			
in Essential Policies	GDPR Policies and Procedures	in Essential Policies	GDPR Forms
in Essential Policies	GDPR Appropriate Policy Document		
in Essential Policies	Risk Management Policy	in Essential Policies	Equal Opportunities Policy
G4	Computers and IT Acceptable Use Policy	G5	Environmental Policy
G6	C of N Commitment to Competency Policy	G7	Crisis Communication Plan
G8	Disability Discrimination and Accessibility Policy	G9	Insurance and Security
G10	Working with other Organizations	G11	Organizing Major Events Policy
<b>4. 5 Charity Commission, Trustees and Governance Policies</b>			
in Essential Policies	Trustee Responsibilities: Checklist & Notes	in Essential Policies	

in Essential Policies	Trustee Conflict of Interest Policy	in Essential Policies	Trustee Expenses Policy
<b>5. HS Health and Safety Policies</b>			
in Essential Policies	Basic Health and Safety Policy & Template Forms	HS2	Health and Safety Policy Statement
HS3	First Aid and Accident Reporting	HS4	Information, Instruction and Training
HS5	Electrical Safety	HS6	Burns and Scalds Policy
HS7	Chemical Safety Policy	HS8	Display Screens Policy
HS9	Equipment Policy	HS10	Falls from Height Policy
HS11	Manual Handling Policy	HS12	Noise Policy
HS13	Personal Safety Policy	HS14	Personal Protective Equipment Policy
HS15	Safety Signs Policy	HS16	Slips, Trips and Falls Policy
HS17	Upper Limb Disorders Policy	HS18	Fire Extinguishers Policy
HS19	Fire Alarms Policy	HS20	Exits and Fire Exits Policy
HS21	Emergency Lighting Policy	HS22	Fire Procedures
HS23	Easy Steps to Safety Policy	HS24	Maintenance
HS25	Lead	HS26	Accessibility
HS27	Health and Safety for Young People on Outside Activities Policy	H28	Smoking Prohibitions
HS29	Use of Candles in Church	HS30	Risk Assessment for a Baptism Pool
HS31	Blind Cord Safety	HS32	Food Hygiene and Safety
HS33	Ecclesiastic Insurance_ Template Fire Safety Risk Assessment	HS34	Asbestos
HS35	Ladders and Steps	HS36	Run, Tell, Hide Poster
I2	Getting Started with Health and Safety	I5	General Guidelines for Safe Working on Church Premises (Leaflet template)
HS37	Action to take on Receipt of a Bomb Threat		
<b>5a. HS Fire Policies</b> (these policies are also listed under "Health and Safety Policies" above)			
HS19	Fire Alarms Policy	HS18	Fire Extinguishers Policy
HS21	Emergency Lighting Policy	HS20	Exits and Fire Exits Policy
HS29	Use of Candles in Church	HS22	Fire Procedures
HS33	Ecclesiastic Insurance_ Template Fire Safety Risk Assessment	RA5	Fire Risk Assessment Checklist
<b>5b. RA Health and Safety Risk Assessment Checklists</b>			
RA1	Activity Risk Assessment	RA2	Activity Risk Assessment_Completed Example for General Maintenance
RA3	COSHH Register	RA4	Electrical Safety Risk Assessment
RA5	Fire Risk Assessment Checklist	RA6	Kitchen Risk Assessment & Food Preparation/Serving Log
RA7	Manual Handling Risk Assessment	RA8	Premises Risk Assessment for General Use
RA9	Premises Risk Assessment for Working with Children	RA10	Slips, Trips and Falls Risk Assessment
RA11	Meeting the DDA (Disability Discrimination Act)	RA12	Computer and Cyber Security Checklist
RA13	Event Health and Safety Checklist		
<b>6. E Employees, Workers and Volunteers Policies</b>			
E1	Appraisals Policy	E2	Violence Policy
E3	Resignation Policy	E4	Disciplinary Policy
E5	Personal Conduct Policy	E6	Redundancy Policy
E7	Maternity and Paternity Leave	E8	Grievance Procedure Policy
E9	Harassment Policy	E10	Terms and Conditions of Employment
E11	Management of Volunteers	E12	Lone Worker
E13	Welfare and the Work Environment	E14	Stress Policy Statement
E15	Ministry Policy_for all called to ministry within the Church		

<b>7. F Finance Policies</b>			
in Essential Policies	Finance Policy	F2	The Role of the Treasurer
<b>8. B Premises and Buildings Policies</b>			
in Essential Policies	Legal Requirements for Displayed Notices in Churches		
B1	Hiring Out Your Building: Checklist and Notes	B2	Template License for Hiring Out Church Premises
		B4	Waste Disposal
B5	Attending Alarm Callouts	B6	Energy Conservation and Management Strategy
B7	Access for People with a Disability	B8	Maintenance Schedule
B9	Surveyors Reports for Disposal of Land Policy	B10	Disposal of Property
<b>9. P Matters Relating to the Pastorate</b>			
P1	Conditions of Office of Pastor	P2	Confirmation of the Call to the Pastorate
P3	BISD Pastoral Remuneration Policy June 2019	P4	The Regular Church / Pastoral Review
P5	Manses and Living Accommodation for Pastors	P6	Sabbatical
P7	Excluded Contractual Tenancy Agreement		
<b>10. I Information Sheets and Guidelines</b>			
I1	Copyright for Songs Used by Churches: Youtube Music Policies Database 2020	I2	Getting Started with Health and Safety
I3	Church of Scotland: Using Zoom in the Coronavirus Crisis 2020	I4	Managing an Event
I5	General Guidelines for Safe Working on Church Premises (Leaflet template)	I6	Financial Abuse and Financial Scams
I7	Local Church Payroll Options: Feb 2022		
<b>11. The Manual of the Church of the Nazarene</b>			
<a href="#">The Manual of the Church of the Nazarene 2023</a>			